



Household Income & Expenditure Survey

1992

Instruction Manual for Field Staff

MAY 1992

HOUSEHOLD INCOME AND EXPENDITURE SURVEY 1992

INSTRUCTIONS TO FIELD STAFF

DESIGN, CONCEPTS, DEFINITIONS AND PROCEDURES

Section One

GENERAL

INTRODUCTION

The last household consumer expenditure survey was conducted in Guyana in 1969-70. Using the weights determined from that survey the Consumer Price Index (C.P.I.) with 1969-70 as the base year was being published regularly up to 1989 when it was discontinued, as it lost its validity. Prior to 1969-70 survey, two (2) Family Expenditure Surveys had been conducted primarily with the objective of ascertaining the pattern of consumption expenditure of working class families for the construction of cost of living index numbers currently referred to as Consumer Price Index Numbers or (C.P.I.) - one survey in 1942 by the Department of Labour and the second in 1956 by the Ministry of Labour, in cooperation with I.L.O.

1.1.2. The need to have periodical household income and expenditure surveys (HIES) requires no emphasis. The I.L.O.'s recommendation is to have the survey in each country at intervals not exceeding ten (10) years. In general, for developing countries which tend to experience a more acute need for up-to-date data of the type provided by HIES, an interval of not more than five (5) years would be more appropriate.

1.1.3. With the fast changes in the pattern of consumption over the last two decades in Guyana, the conduct of a fresh HIES has become overdue. Accordingly it is proposed to launch a HIES from the second quarter of 1992 to provide an up-to-date weighting diagram and enable the compilation of a new series of C.P.I. with 1992 as the base and assist in other areas of statistical activities. The survey has been designed and programmed to be conducted for a period of twelve months from May, 1992.

Subject coverage and schedules

1.2.1. In the evolution of the main subjects of enquiry for survey, the I.L.O.'s recommendations on objectives and uses of data collection on household income and expenditure surveys, as set out below, have been broadly kept in mind:

- (i) to estimate weights for the construction of consumer price indices for comparison of price levels over time or space and for planning price collection for such indices.
- (ii) to supply basic data for social and economic planning and for the determination of related needs and targets.
- (iii) to assess the impact of economic and social measures on living conditions of households, particularly the structure of household consumption and expenditure.
- (iv) to assess the redistributive effects of direct and indirect taxes and social benefits on different types of families.
- (v) to help measurement of changes over time and of difference between population groups in living conditions.
- (vi) to supplement the data used in household accounts in the system of National Accounts and Balances.
- (vii) to provide data on distribution of household income and expenditure.
- (viii) to provide data on particular aspects of living conditions such as food consumption, housing and health.

The survey has accordingly been designed so as to provide for the revision of the weighting diagram for the Consumer Price Index and also to cater to a few other demands like data on some variables relating to living conditions, quantitative data on food consumption and data needed for national accounts. Thus the main objectives of the survey would be to:

- (i) determine weights for the new series of C.P.I.
- (ii) enable selection of market basket for the new C.P.I.
- (iii) provide data on some social indicators to monitor some aspects of levels of living of different segments of population.
- (iv) provide some inputs needed for the household sector of National Accounts.
- (v) provide some basic data for nutritional analysis, such as per capita consumption of food items.

1.2.2. Currently increasing use of appropriate social indicators in the general monitoring of social conditions, levels of living and living conditions, is being made. The U.N. in its Handbook on social indicators has given classification and illustrative use of social indicators. While the survey may provide data for many of the indicators, it is proposed to enlarge the utility of the survey by canvassing a schedule at the level of the sample Enumeration District to obtain the information on the distance to travel to avail oneself of the various facilities and civic amenities taking care to see that it provides for special population groups like women, elderly, youth and disabled.

1.2.3. The main subjects of enquiry are, thus,

- (i) household income and expenditure
- (ii) availability of facilities

The information on these will be collected through two separate schedules. Besides, there will be the listing schedules which will be used to list the households in the Sample Enumeration Districts and select the Sample Households, in both the rural and urban areas. The schedules to be canvassed are as follows:

Table (1.1): Schedules of HIES 1992

Serial Number	Schedule Number	Description	Sector
1	1.1	List of Households	rural
2	1.2	List of Households	urban
3	2	Household Income and Expenditure	rural & urban
4	3	Availability of facilities	rural & urban

Broad details of the sample design, sample size and work programme are given in this section. Instruction for recording entries in schedule 1.1, 1.2, 2 and 3 are given separately in Sections 2 through 5.

Geographical Coverage

1.3.1. The survey will cover both the rural and urban areas of the country.

Period of Survey

1.4.1. As mentioned earlier, the survey will be of a year's duration. It will commence in May, 1992 and end in April, 1993. The total field work over one year will be carried out in four (4) Sub-Rounds of three (3) months each.

Sample Design and Sample Size

1.5.1. The survey will have a two-stage stratified design. The first stage units (F.S.U.s) are the Enumeration Districts (used for the 1991 population census). The second stage units (S.S.U.s) are households, which are the units of enquiry.

1.5.2. Sampling frame for First Stage Units

There are ten (10) Administrative Regions in the country. The Region-wise list of Enumeration Districts used for the 1991 Population Census will be utilized as the sampling frame to sample the first stage units viz Enumeration Districts.

1.5.3 Stratification

For the rural areas each of the ten (10) Regions will form a stratum. For the urban area there will be six (6) strata as follows:

- (i) Georgetown
- (ii) Suburbs of Georgetown
- (iii) New Amsterdam
- (iv) Corriverton and Rosehall
- (v) Linden
- (vi) Anna Regina

A total of 616 Enumeration Districts (E.Ds.) will be sampled.

1.5.4. Allocation of Sample Enumeration Districts

The total number of sample Enumeration Districts has been allocated to the rural and urban sectors considering the relative size of the rural and urban population. Within the rural sector, the sample size has been reallocated to the ten (10) strata in proportion to the rural population with a minimum of eight (8) Enumeration Districts for each stratum (to provide for roughly about 100 households). In the urban sector also, the sample size has been reallocated to the six (6) strata in proportion to the urban population. The allocation has been adjusted so that the sample size for each stratum is a multiple of eight (8).

1.5.5. Selection of sample Enumeration District

Within each rural and urban stratum, the allocated number of sample Enumeration Districts has been selected circular systematically with probability proportional to population, in the form of two independent sub-samples. As the allocation for each stratum is a multiple of eight (8), it will ensure that each stratum gets at least two samples for each Sub-Round, each of the sample constituting a sub-sample.

1.5.6. Selection of sample households

From each sample Enumeration District a total of twelve (12) sample households will be selected in the field, circular systematically with a random start.

1.5.7. In the rural areas, at the time of listing, information on each household's major source of income will be collected, on the basis of which its means of livelihood will be identified as one of the following "self-employed in non-agriculture", "rural labour" and "others". Data on area of land possessed on date of survey will also be ascertained from all households. The household will then be arranged in the order (1) self-employed in non-agriculture (2) rural labour, other households with land possessed (acres) (3) less than 1.00, (4) 1.00 to 2.49, (5) 2.50 to 4.99, (6) 5.00 to 9.99, (7) 10.00 or more. Twelve households will be selected from the rearranged frame, circular systematically with a random start.

1.5.8. In the urban sector, at the time of listing, information on the major sources of income will be ascertained from each household, based on which its means of livelihood (m.l.) class will be identified as one of the following:

- (a) Self-employed
- (b) Regular wage/salaried employees
- (c) Casual labour and
- (d) Others

Further, the average monthly consumer expenditure and the household size will also be ascertained from each household from which its average monthly per capita expenditure (p.c.e.) will be obtained.

The households belonging to m.l. classes (a) and (b) will be assigned to each of the three p.c.e. classes. (1) less than A, (2) A to B, (3) Above B, A and B being so selected as to demarcate the population with "lower", "middle" and "upper" classes. The households will then be arranged by means of livelihood X p.c.e. class thus a1, a2, a3, b3, b2, b1, c and d, where a, b, c and d stand for m.l. classes and 1,2,3 for the p.c.e. classes as given above. After this arrangement, twelve (12) households will be selected circular systematically with a random start.

1.5.9. Sample size Tables 1.2 below give the sample size for each stratum, separately for rural and urban areas.

1.6.2. In certain Regions like Region 9, which is not accessible during certain period of the year, the sub-round restriction will not apply. However, the total samples allocated will be surveyed during the other part of the year.

SECTION TWO

Schedule 1.1 List of Households (Rural)

2.0.1 Introduction Schedule 1.1 is for listing all the buildings and households of a sample Enumeration District, collection of data on household size, and means of livelihood, preparation of the second stage sampling frame using these particulars and recording the details of selection of sample households for schedule 2 on household income and expenditure.

2.0.2 Unit of Survey For both rural and urban areas the first stage sampling unit (fsu) and also the areal unit of survey is the Enumeration Districts (E.D.) formed for 1980 census and used for 1991 census also. On arrival at the sample Enumeration District, the Enumerator has to locate first the boundaries of the sample Enumeration District with the help of the map supplied at Headquarters and using the good offices of the local officials. He will take a round of the Enumeration District to familiarize himself with the areas to be covered.

2.0.3 Listing of Buildings and Households

After having determined the areal unit to be surveyed, the Enumerator will proceed to list the buildings and the households in the unit. The listing may be started from the North-West corner of the Enumeration District proceeding southwards in a serpentine order. While listing the household some minimum essential information about the household, will be collected to prepare the second stage sampling frame for selection of sample households.

2.0.4 The definitions of the important terms to be used in this connection are given below.

2.0.5 Building Every structure, tent, shelter etc. is a building irrespective of its use. It may be used for residential or non-residential purpose (e.g. temple, church, mosque etc.) or both or even may be vacant.

2.0.6 Household A group of persons normally living together and taking food from a common kitchen will constitute a household. The members of a household may or may not be related by blood to one another. The following cases are to be noted:

(i) Each inmate (including residential staff) of a mess, hotel, boarding and lodging house, hostel, residential institution for disabled etc. will constitute single-member household. If however, a group of persons among them normally pool their income for spending, they together will be treated as forming a single household. For example, a family living in a hotel, will be treated as a separate single household by itself.

^{Remains}
(ii) Prisoners in jails and indoor patients of hospitals, nursing homes, etc. are to be excluded but residential staff therein will be listed, while listing is done in such institutions. The former persons will be considered as normal members of their parent households and will be counted there. Convicted prisoners undergoing sentence will be outside the coverage of the survey.

(iii) Floating population, i.e. persons without any normal residence will not be listed. But households residing in open space, roadside shelter, under a bridge etc. more or less regularly in the same place will be listed.

(iv) Foreign nationals will not be listed, nor their domestic servants, if by definition they belong to the foreign national's household.

2.0.7 Household Size The number of normally resident members of a household is its size. It will include temporary stay-aways but exclude temporary visitors and guests. Even though the determination of the actual composition of a household will be left to the judgement of the head of the household, the following procedures will be followed as guidelines:

(i) In deciding the composition of a household, more emphasis is to be placed on 'normally living together' than on 'ordinarily taking food from a common kitchen'. In case the place of residence of a person is different from the place of boarding, he or she will be treated as a member of the household with whom he or she resides.

(ii) A resident employee, or domestic servant or a paying guest (but not just a tenant in the house) will be considered as a member of the household with whom he or she resides even though he or she is not a member of the same family.

(iii) When a person sleeps in one place (say, a shop or a room in another house because of space shortage) but usually takes food with his family, he should be treated not as a single member household but as a member of the household in which other members of his family stay.

(iv) One member of a household (say, a son of the head of the household) stays elsewhere in hostel for studies or for any other reason. He will not be considered as a member of his parent's household

(v) As a working rule, all those who were absent for more than six months continuously upto the date of survey may be excluded from the membership of the household.

2.0.8 Gainful Activity

Gainful activity (or work) is the activity pursued by persons for pay, profit or family gain. In other words, the activity which adds value to the 'national product'. Normally, it is an activity which results in production of 'goods and services' for exchange. However, the activities in 'agriculture' (i.e. all activities relating to industry division 01, 02 and 05) in which the part or the whole of the agricultural production is used for own consumption and does not go for sale, are also considered 'gainful'. Execution of household chores or social commitments, etc., however, are not considered 'gainful' activities. The activities, such as, prostitution, begging, etc., which may result in earnings, are also by convention not considered 'gainful'.

2.0.9 Self-employed

Persons who are engaged in their own farm or non-farm enterprises are defined as self-employed. There are different types of self-employed persons. Some may operate their enterprises without hiring any labour. Others may normally work on their own but occasionally hire a few labourers. There is also a third category who by and large regularly run their enterprises by hiring labour. The first two groups of self-employed are known as 'own account worker' and the third as 'employer'.

2.0.10 Non-agricultural enterprises

All enterprises covered by industry Division 0 of SIIC are "agricultural enterprises" and all the others are "non-agricultural enterprises".

2.0.11 Rural labour

Manual labour (by a person living in rural area) in agricultural and/or non-agricultural occupations in return for wages/salary either in cash or kind (excluding exchange labour) is defined as 'rural labour'.

2.0.12 Manual work

is work which essentially involves physical operations. However, jobs essentially involving physical labour but also requiring a certain level of general professional, scientific or technical education are not to be termed as manual labour. On the other hand, job not involving much of manual work, but at the same time not requiring much educational background either, are to be treated as manual work. Thus engineers, doctors, dentists, midwives etc. are not considered as manual workers even though their jobs involved some amount of physical labour. But watchmen, guard etc. are considered as manual workers even though their work may not involve much physical labour.

2.0.13 Means of Livelihood (m.l.)

The means of livelihood of a household will be decided on the basis of the source of the household's income during the 365 days preceding the date of survey. For the purpose of schedule 1.1, it will be classified as one of the following - (a) self-employed in non-agriculture, (b) rural labour and (c) others. For this purpose, only the household's income (net income and not gross income) from gainful employment will be considered. If a household has no such income, its m.l. class will be 'others'. For deciding the means of livelihood of a household the income of servants and paying guests will not be taken into account.

2.0.14 If a household's income is mostly from one source, there will not be any difficulty in classifying its means of livelihood but if it derives its income from many sources, the following procedure will be followed to determine its means of livelihood - first the sources of the household's income from gainful occupations during the last 365 days will be grouped into the categories given below:-

- (i) self-employed in non-agriculture
- (ii) self-employment in agriculture
- (iii) wage-paid manual labour (i.e. rural labour) and
- (iv) wage-paid non-manual employment

Then see if income from (i) equals or exceeds from (iii), and also that from (ii) + (iv). If it does, then the household's m.l. class is "self-employed in non-agriculture". If it does not, see if income from (iii) equals or exceeds that from (i) + (ii) and also income from (iv). If it does, the m.l. class will be "rural labour". In all other cases, the m.l. class will be "others".

2.0.15 As a consequence of the above definition if a household's income from (i) and (iii) are both 50%, it will be classified as self-employed in non-agriculture". Further, it may be noted that in some cases even if income from (ii) + (iv) is more than 50%, a household may still be classified as rural labour (but not as s.e. in non-agriculture) depending on the distribution of the household's income by the four types of source listed in the previous paragraph. For example, let a household have 2%, 40%, 45% and 13% of its income from sources (i), (ii), (iii) and (iv) respectively. The income from (ii) + (iv) is 53%. But (i) + (ii) is only 42% and (iv) is only 13%. So (iii) is greater than (i) + (ii) as well as (iv) and hence it will be classified as a rural labour household. This indicates that when a household has income from several types of sources, care should be taken to classify it correctly. Of course, if a household's income from (ii) alone or (iv) alone is more than 50%, its m.l. class will be certainly "others". But, as a general rule, it should be understood that "others" is a residual class of all households which cannot be classified either as "s.e. in non- agriculture" or as "rural labour".

2.0.16 Land possessed

Land possessed is given by land owned (including land under "owner-like possession") + land leased in-land leased out + any land held by the household which is neither owned nor leased in (e.g. encroached land etc.)

Schedule 1.1

2.0.17 The schedule 1.1 meant for rural areas has 7 Blocks, as listed below

Block	Description
1	Identification of Sample Enumeration District
2	Field operations and data processing
3	Enumerator's remarks
4	Field supervisor's remarks
5	Senior supervisor's remarks
6	Particulars of sampling of households
7	List of households and record of selection

The schedule provides for 5 pages of Block 7 for listing the households. If it is not enough to list all the households in the Enumeration District supplementary sheets containing Block 7 may be used. The identification particulars of the sample Enumeration District may be recorded in the space provided on all supplementary sheets and they may be firmly attached to the main schedule 1.1. Block by Block instructions are given in the following paragraphs.

2.1.1 Block 1 Identification of Sample Enumeration District.

All items may be copied from the sample list except items 1 and 4 which are already printed.

2.2.1 Block 2 Field operation and data processing particulars. This Block provides for the particulars of field operations and data processing chronologically. The items are self-explanatory. Provision for 3 days has been made for the activity of interview, as it may not be possible to complete the listing work in one day, in many cases.

2.3.1 Block 3, 4 & 5 are meant for the remarks of the enumerator, supervisor and senior supervisor respectively. Liberal use should be made of these Blocks to indicate all the field problems encountered by them.

2.6.1 Block 6 Particulars of sampling of households

This Block will be filled after filling Block 7. The total number of households (H) listed in Block 7, will be entered against item 1. This is a transfer entry and will be the last serial number in column 3 of Block 7. The interval (I), random start (R) used for sampling of households and number of households selected will be recorded against items 2, 3 and 4 respectively. The number of households actually surveyed, is to be given against item 5, with a break-up of "originally selected" and "substituted". Item 6 relates to casualty households and the entry will be the difference between entries against items 4 and 5 (total).

2.7.1 Block 7 List of households and order of selection

This is the main Block of the schedule. Listing of buildings, households, preparation of sampling frame and selection of sample households, will all be carried out through this Block.

2.7.2 Apart from listing all the households of the sample Enumeration District some auxiliary information also will be collected from each household and recorded in this block for preparation of sampling frame and the selection of sample households. The procedure of listing of households is given below:

2.7.3 Column 1 Line Number All filled-in lines will be given a running serial number in this column. One line will be required for each building/household.

2.7.4 Column 2 Building Number All buildings including vacant ones will be listed by giving a building number. After listing all the households associated with a building, the next building will be listed. If the building is used solely for non-residential purposes or is vacant, the purposes to which it is put will be written across the line, e.g. church, dispensary, vacant etc. For hostels, hotels, institutions etc. the name will be recorded across the line. For family living under a tree or bridge etc. (i.e. without any building), a cross-mark (X) may be put in this column. When a building contains more than one household, all these households will be listed in column (3), using one line for each household before the next building is listed in column (2).

2.7.5 Column 3 Household Serial No.

The household or households normally residing in the building listed in column (2) will be listed in column (3) where a running serial number will be recorded. Now, in the case of certain categories of persons who habitually migrate frequently in connection with their occupation, like labourers who move to other villages during harvesting season, labourers hired by contractors who proceed from one work-site to another, etc. their current place of residence will be treated as their place of normal residence (even though they may have a permanent home elsewhere). They will be listed in the place where they are found provided they are likely to stay there till the end of the detailed enquiry. The following situations may be noted:-

(i) If no household lives in the building i.e. if it is used for non-residential purposes or is vacant the purpose to which it is put will be written across the page in that line e.g. "dispensary", "vacant" etc.

(ii) If two or more households live in a building, all of them will be listed one by one. The first household may be listed in the same line as the building. The next building will be listed only after listing all the households living in this building.

(iii) In the case of households living within an establishment such as hospital, hotel etc. the name of the establishment will be written in the first line across the page and the normally resident households thereof will be listed from the next line onwards.

2.7.6 Column 4 Name of head of household

The name of the head of household will be recorded in Column (4)

2.7.7 Column 5 Household Size

The number of normally resident members of the households will be recorded in column (4). Guidelines given in paragraph 2.0.7 may be

2.7.8 Column 6 Means of livelihood

The means of livelihood of the household will be determined according to the definitions given in paragraphs 2.0.9 to 2.0.15 and it will be recorded in codes in column 6. The codes are as follows:

self-employed in non-agriculture	1
rural labour	2
others	9

2.7.9 Column 7 Land possessed as on date of survey

The total acre of land possessed by members of the household as on date of listing will be ascertained and entered in column (7) in acres up to 2 decimal places. However, as in the case of means of livelihood, the land possessed by the normally resident servants, and paying guests will not be included in the household's land possessed. Columns (6) and (7) are to be filled for all households.

2.7.10 Columns (8) to (14) Sampling Serial Numbers

The frame for sampling households will be prepared in columns (8) to (14) after completing the listing of all the households of the village. If household's m.l. code is 1, a tick mark will be put against it in column (8). Similarly for households with m.l. code 2, a tick mark will be put in column (9). In the case of a household with m.l. code 9, the tick mark will be put in one and only one of the columns (10) to (14). In the heading of each of these columns a class interval of land possessed is given. If the households' land possessed (entry in column (7) is less than 1.00 acre, its tick mark will be put in column (10), if it is between 1.00 acre and 2.49 acres, it will be put in column (11) and so on. That is to say, the tick mark of a household will be put in a column if the area of land possessed of the household falls within the class range printed at top of that column. All the tick marks of columns (8) to (14) will be given a continuous serial number, starting with the first tick mark of column (8) and ending with the last one of column (14). It should be made sure that all the tick marks in a given column, spread over all the pages of Block 7, have been exhausted before proceeding to the first tick mark of the next column. This is the sampling frame.

2.7.11 Column (15) Order of selection

Twelve (12) households will be selected circular systematically with a random start. The procedure is as follows: - Let N be the total number of households in the frame. Let n be the number of households to be selected. Calculate N/n . The sampling interval, denoted by I , will be given by the integer part of N/n . No rounding off needs be done. Next, select a random number between 1 and N from the table of random numbers as per the procedure given in paragraph 2.7.14. Let it be R . Obtain the n numbers $R, R+I, R+2I, \dots, R+(n-1)I$. The sample households are those households whose sampling serial numbers agree with these numbers. When any of these numbers $R, R+I, \dots$ exceeds N the sampling serial number is to be obtained by subtracting N from that number. The order of selection will be given exactly in the order $R, R+I, R+2I, \dots$. That is to say it will be 1 for sampling serial no. R , 2 for sampling serial no. $(R+I)$ and so on. The order of selection will be entered in col. (15).

2.7.12 Substitution of Enumeration Districts

If a sample enumeration district cannot be surveyed due to, say, it being not uniquely identifiable or traceable not accessible or for any other reason, it will be substituted. All such cases will be referred to:

Senior Statistician
 Statistical Bureau
 Brickdam & Avenue of The Republic
 Georgetown

In case no substitute Enumeration District could be surveyed even with best of efforts, a blank 1.1 will be submitted with only blocks 1,2,3 and 4 filled-in. The word 'CASUALTY' is to be written at the top of the front page of the schedule in such cases.

2.7.13 Substitution of Households

If a sample household cannot be surveyed due to its temporary absence from the E. D., refusal to give information or for other reasons, it will be substituted by the household with the next sampling serial number of the same column. Substitute for the last household of a column will be, however, the first household of the same column. If a household has been already selected for survey (either in the original sample or as a substitute), it will not be taken as a substitute. If there is no proper substitute household in the same column, the first household in the next column is to be taken. In the cases of households with m.l. code 9 if there is no proper substitute for casualty household in the last column, the substitute may be taken from the nearest previous column. In case a household chosen as a substitute becomes a casualty another household is to be selected following the same procedure. If this household also turns out to be a casualty, further substitution need not be taken.

2.7.14 Random Numbers

A table of random numbers is supplied to each enumerator. The n-th column of the table will be consulted where n is the last two digits of the serial number of the sample Enumeration District. When n = 00, it will be taken as 100. The number of digits to be used will be the same as that of the highest number of the range within which the random number is to be selected.

SECTION THREE

Schedule 1.2 List of households (Urban)

3.0.1 Schedule 1.2 is meant for listing of buildings and households, preparation of sampling frame of households and selection of sample households in the urban areas. Most of the procedures to be followed are the same as or very similar to those prescribed for schedule 1.1. The procedures specially meant for schedule 1.2 will be discussed in detail. Definitions of two terms viz "household consumer expenditure" and "household means of livelihood" are given below. The former was not needed for schedule 1.1 while the means of livelihood classes differ between rural and urban sectors. All the other main terms have been

defined in the previous section.

3.0.2 Household consumer expenditure This is the total expenditure of a household on domestic consumption only. This will not include any expenditure on enterprise account or transfer payments in kind like loan, advances, charities, gifts and other payments in kind.

3.0.3 Household means of livelihood The means of livelihood of a household will be determined on the basis of the total income of all the household members (excluding servants, paying guests etc.) derived from gainful employment during the 365 days preceding the date of survey. It will be classified into one of the following classes on the basis of the source(s) of the household's income; (1) self-employed, (2) regular wage/salaried employment, (3) casual labour and (4) others. A household's means of livelihood will be considered as one of (1), (2) or (3) above if 50% or more of its income from gainful employment has been derived from the respective source. Otherwise, i.e. if its income from each of the first three sources is less than 50% its m.l. class will be "others". The m.l. class of households with no income from gainful employment will be "others".

3.0.4 The schedule consists of 7 blocks. All blocks except block 7 are similar to those of Schedule 1.1 and earlier instructions equally apply. Instructions for block 7 are detailed below.

3.7.1 Block 7 List of households and record of selection

Listing of households is to be carried out as in rural sector.

3.7.2 Columns (1) to (5) as in schedule 1.1 the line number, the building number, household serial number, name of head of household and household size will be recorded.

3.7.3 Column (6) Means of livelihood code the household means of livelihood code will be recorded in column (6) in codes. The codes are -

self-employed	1
regular wage/salary earning	2
casual labour	3
others	9

3.7.4 Column (7) Average monthly consumer expenditure

The average monthly consumer expenditure of the household will be ascertained and recorded in Guyana dollars (whole number) in column (7). It may be clarified that this will be the average expenditure per month based on the preceding year's expenditure and not simply the expenditure of the preceding month.

3.7.5 Column (8) Per capita expenditure (p.c.e.)

The remaining columns of block 7 are to be completed by the enumerator at his desk after listing all households in the sample Enumeration District. The household expenditure (column 7) will be divided by household size (column 5) to get the per capita expenditure which will be recorded in Guyana dollars (whole numbers) in column (8).

3.7.6 Columns (9) to (16) Sampling serial numbers

Households with m.l. code 1 will get a tick mark in one of the columns (9), (10) or (11) depending on whether its p.c.e. is less than 'A', 'A' to 'B' (both inclusive) or greater than 'B' respectively. Similarly, a household with m.l. code 2 will be given tick marks in columns (12), (13) or (14) according to its p.c.e. is greater than B, A to B or less than A respectively. Households with m.l. codes 3 or 9 will be given marks in columns (15) or (16) respectively. The ticks from columns (9) through (16) will be given a continuous running serial number starting from the first tick mark of column (9) and ending with the last one of column (16). This will form the sampling frame. The value of A and B will be G\$ 5,000 and 20,000 respectively.

3.7.7 Column (17) Order of selection

Twelve (12) households will be selected circular systematically with random start as per procedure described for schedule 1.1. The order of selection will be recorded in column (17).

SECTION FOUR

Schedule 2 Household Income and Expenditure

4.0.1 As indicated in section one, the last Household Consumer and Expenditure Survey was conducted in Guyana in 1969-70. With the fast changes in the pattern of consumption, the conduct of a fresh Household Income and Expenditure Survey has become over due. The details of the household income and expenditure are proposed to be collected through this schedule.

4.0.2 The schedule will be canvassed in each of the twelve sample households selected from each of the sample Enumeration Districts both in the rural and urban areas. Apart from income and expenditure, data will also be collected, in some detail, on aspects like household indebtedness, housing conditions, household savings and investment, employment and wages, possession of durables, so that a general index of living of the family could flow out of the data.

4.0.3 Reference Period Detailed data on the consumption and non-consumption expenditure and other disbursements (savings, debts repaid etc.) of the household will be collected. Data will be collected for a moving reference period of 30 days preceding the date of survey for all items, additionally with a reference period of 365 days for infrequent expenditure such as durables. For semi durables and periodic payments of intermediate frequencies, additional data for 90 days preceding the date of enquiry will be collected.

4.0.4 Five digit code system A five digit code system for classification and identification of each item of consumption expenditure has been developed. The first digit indicates the major group, the next two digits indicate the sub-group within the major group and the last two digits indicate the items within each sub-group. All five digits together indicate a particular item. Codes ending with 99 will indicate the sub-total for a sub-group. Items which are usually consumed have been printed with the respective codes in the schedule. Under each sub-group, provision has been made for additional items which may have been consumed by the household. In such cases, the enumerator will write the name of the item and indicate its code, as found in the code list supplied. If any item does not figure in the code list, he will write the item under "others (specify)" and leave blank the column for item code.

4.0.5 Correction factors for food consumption data

It will be seen from the procedure laid down in the subsequent paragraphs that there may be differences between the quantity of consumption of food as recorded (in Block 12.1) and the quantity of food actually consumed by the members of the household. To obtain an idea of the extent of variation and appropriately derive correction factors to estimate the food consumption closer to true consumption, provision has been made in the schedule to collect information on meals consumed by the members of the household and the meals served by the household to its guests and employees.

4.0.6 Income Data

In the case of income data also, the reference period is 30 days preceding date of survey, with additional reference period of 365 days for self-employment in agriculture, property income etc.

4.1.1 Broad coverage of the schedule

The schedule has 25 main Blocks, covering broadly the following aspects, apart from Identification of household, particulars of field operations and data processing, and membership of household.

- (i) Demographic and economic activity, particulars of members of the household
- (ii) Household income and other receipts
- (iii) Household consumption and non-consumption expenditure
- (iv) Household indebtedness
- (v) Household savings and investment
- (vi) Housing particulars

Detailed Block by Block instructions follow

4.1.1 Block 1 - Identification of sample household

Particulars of the name of head of household and house building number are to be copied from the listing schedule. The other particulars in respect of address viz lot number, street, road name, village/ward name and name of Region are to be filled by the enumerator. The region name for Region 4, for example, will be Demerara/Mahaica.

Item 1 The particulars to be recorded in item 1 has already been printed. The identification particulars of the sample Enumeration District are to be copied from the listing schedule, against item 2, 4, and 6 to 11.

4.1.2 Item 3 is self explanatory.

4.1.3 Item 5 Name of informant and relationship to head of household

The name of the informant (i.e. from whom the bulk of the information is collected) and his relation to the head of household is to be recorded in code against this item. The codes, already printed in the schedule are:

Head of Household	1
Other household member	2
Others	3

Item 12 Sample household number

The sample household number (viz order of selection) of the selected household is to be copied from the appropriate column no. column 15 of schedule 1.1 or column 17 of schedule 1.2, as the case may be, of the main Block 7 of the listing schedule.

4.1.5 Item 13 Survey Code

Whether the originally selected sample household has been surveyed or a substituted household has been surveyed will be indicated against this item by recording '1' if it is the originally selected sample household, and '2' if it is the substituted one. If neither the originally selected household nor the substituted household could be surveyed i.e., if the sample household was a casualty, code '3' would be recorded. In such cases only blocks 1, 2, 23 and 24 will be filled up and on the top of the front page of the schedule, the word 'CASUALTY' will be written and underlined.

4.1.6 Item 14 Reason for first substitution

For the originally selected sample household which could not be surveyed, the reason for its becoming a casualty will be recorded against item 14 in terms of the specified codes. The codes are:

description	code
informant: not available	1
unwilling	2
others.....	9

4.1.7 Item 15 Response Code The type of response, will be recorded as per following codes

Excellent	1
Good	2
Fair.....	3
Informant cooperative, but not capable...	4
Informant reluctant	5

4.2.1 Block 2 Field Operations and Data Processing Particulars

Items are self explanatory

Block 3 Household Characteristics4.3.1 Item 1 Household Size

The size of the sample household i.e., the total number of persons

normally residing together (i.e., under the same roof) and taking food from the same kitchen (including temporary stayaway and excluding temporary visitors) will be recorded against this item. This number will be same as the last serial number recorded in column 1 of block 7.

4.3.2 Item 2 Main Household Size

A household, defined under paragraph 2.0.6 of section two may contain one or more members. Members of the household may or may not be related. In general, a household may consist of the following type of members

- (i) Members of a family related by blood or marriage or adoption who participate in the common budgetary arrangement (or housekeeping arrangements) by pooling a whole or part of their income and/or depending on the common pool of income for a major part of their expenditure.
- (ii) Unrelated persons who live with the family and participate in the housekeeping arrangements.
- (iii) Domestic servants living with the family and given free food, with or without other forms of remuneration in cash or kind.
- (iv) Paying guests boarding and lodging with the household and paying for these facilities but spending their incomes for other purpose independent of the household.
- (v) Others like boarders who do not pay for boarding and lodging facilities.

Of the above five groups, the first two groups constitute the core of the household and will be referred to as the main household.

The size of the main household will, thus, be those who normally live together, take food from the same kitchen and participate in the common budget or house-keeping arrangements. This will be worked out from Block (6), by counting all persons having "yes" entries under column 5, 6, and 7 (i.e) with (✓) marks in Columns 5, 6 and 7.

Item 3 Principal industry-occupation

4.3.3 The entry against this item will be recorded in terms of six-digit code numbers of which the first three digits will refer to the appropriate 'industry group' and the next three to the relevant 'occupation group' as per International Standard Industrial Classification (ISIC) and International Standard Classification of occupation (ISCO) respectively, as slightly modified for Guyana. Copies of these booklets have been supplied to the enumerator. The description of the principal household industry-occupation will be recorded in the space provided for it.

4.3.4 To determine the principal household industry-occupation, the general procedure to be followed is to list all the gainful occupations pursued by the members of the household excluding those employed by the household and paying guests (who in view of their staying and taking food in the household are considered as its normal members) during the one year period preceding the date of survey, no matter whether such occupations are pursued by the members in their principal or subsidiary (on the basis of earnings) capacity. Out of the occupations listed that one which contributed the maximum earnings to the household during the last 365 days preceding the date of survey would be considered as the principal household occupation. It is quite possible that the household occupation, thus determined as the principal one, may be pursued in different industries by one or more members of the household. In such cases, the particular industry out of all the different industries corresponding to the principal occupation, which contributed the maximum earnings, should be considered as the principal industry of the household. In extreme cases, the earnings may be equal in two different occupations or industry-occupation combinations. By convention, in such cases, priority will be given to the occupation or industry-occupation combination of the senior most among the participating members. For households deriving income from non-gainful activities only, a dash (-) may be put against this item.

Item 4 Household Type

4.3.5 The household type code based on the means of livelihood of a household will be decided on the basis of the source of the household's income during the 365 days preceding the date of survey. For this purpose, only the household's income (net income and not gross income) from gainful employment will be considered; but the incomes of servants and paying guests will not be taken into account. For the rural areas, the selected households will be assigned appropriate type code out of the following five different household type codes:

description	code
self-employed in non-agriculture	1
agricultural labour	2
other labour	3
self-employed in agriculture	4
others	9

4.3.6 Rural labour: Manual labour (by a person living in rural area) in agricultural and/or non-agricultural occupations in return for wages/salary either in cash or kind (excluding exchange labour) is defined as "rural labour". A person who is self-employed in manual work will not be treated as a wage paid manual labourer. The term "manual work" means a job essentially involving physical operations. However, a job, though essentially involving physical labour but also requiring a certain level of general, professional, scientific or technical education will not be classified as manual work. On the other hand, jobs not involving much of physical labour and at same time not requiring much educational (general, scientific, technical or otherwise) background will be treated as manual work. Thus the definition will exclude engineers, doctors, dentists, midwives, etc. from manual workers even though their jobs involve some element of physical labour but will include peons, guards, watchmen, etc., even if their work does not involve much of physical labour.

4.3.7 A person will be treated as wage paid manual labourer in agriculture, or in other words, agricultural labourer if he/she follows one or more of the following agricultural occupations in the capacity of a labourer on hire or on exchange, whether paid wholly in cash or in kind or partly in cash and partly in kind:

- a) farming including cultivation and tillage etc.
- b) dairy farming
- c) production, cultivation, growing and harvesting of any horticultural commodity,

d) raising of livestock, bees or poultry and

e) any practice performed on a farm as incidental to or in conjunction with farm operations (including any forestry or timbering operations and the preparation for market and delivery to storage or to market or to carriage for transportation to market of farm produce).

4.3.8 It may be noted that wage paid manual labour in "fisheries" is excluded from the purview of the category "agricultural labour" but included in "other labour". Further, carriage for transportation will refer only to the first stage of the transportation from farm to the first place of disposal).

4.3.9 As for the urban areas the household type codes are as follows:

description	code
self-employed	1
regular wage/salaried	2
casual labour	3
others	9

4.3.10 A household will be assigned the appropriate type code according to the major source of its income from "gainful employment" during the 365 days preceding the date of survey. In case a household does not have any income from gainful employment, then it will be classified as "others" with type code 9 in both the rural and urban sectors.

4.3.11 In case 50% or more of a household's income from gainful employment comes from one of the sources listed above, it will be given the type code corresponding to that source. If there is no such source which contributes 50% or more of the total income, then, that source which contributes the maximum income will be considered for giving type code.

Item 6 Race

4.3.12 The race of the head of the household will be ascertained and recorded in codes as given below.

description	code
East Indian	1
Negro/Black	2
Chinese	3
Portuguese	4
Amerindian	5
Mixed	6
Others (specify)	7

Item 7 Household self-employed or not

4.3.13 If one or more members of the main household are self-employed, code 1 may be recorded and code 2, otherwise. The definition of self-employed has already been given in section two (paragraph 2.0.9).

4.3.14 Item 8 Number of earners

It is the number of economically active persons including unpaid family workers, in the main household. This will be worked out from entries in column (9) of Block 7 and recorded here. The number of persons having codes 1 or 2 in col (9) of Block (7) will be counted and recorded here.

4.3.15 Item 5 Socio-economic group

This relates to the socio-economic group of the head of household. The following seven codes have been provided. If he is economically inactive code 7 will be recorded. If economically active during the last 365 days preceding the date of survey, one of the other 6 codes will be recorded considering his source of gainful employment which contributes to the maximum income.

description	code
Self-employed in agriculture	1
Agricultural manual labour	2
Agricultural non-manual labour	3
Self-employed in non-agriculture	4
Non-agricultural manual labour	5
Non-agricultural non-manual labour	6
Economically Inactive	7

This may be filled after other Blocks have been filled.

Item 9 Land Possessed

4.3.16 The land possessed by the main household may be recorded in acres (0.00). Land possessed = Land owned (including land under owner-like possession).

- + land leased in
- land leased out
- + any land held which is neither owned nor leased in (e.g. encroached land etc.)

4.3.17 A piece of land is considered to be owned by the household if permanent heritable possession with or without the right to transfer the title vests in a member or the members of the household. Land held in owner like possession, say, under perpetual lease, hereditary tenure, long term leases for 30 years or more etc., will also be considered as land owned. For a piece of land under the possession of the household, if the household lacks title of ownership and also it does not have lease agreement for the use of land transacted, either verbally or in writing, such land will be considered as "neither owned nor leased in". In collecting information regarding land possessed, the actual position as obtained on the date of survey will be considered. It may be noted that the "areas of land possessed" to be recorded against this item should not include the area of land owned, leased in etc., by the servant/paying guest who are considered as normal members of the household.

Item 10 Land owned

4.3.18 The land owned by the households may be recorded in acres (0.00)

Item 11 Dwelling Unit

4.3.19 This item relates to the dwelling unit or the actual residence of the sample household. The dwelling unit may be the entire structure for one household or only a part of it. The enumerator will ask the informant whether it is owned or hired or otherwise occupied. If owned code 1 will be recorded; if hired code 2 will be recorded; if otherwise occupied, as in the case of a caretaker, code 9 will be recorded. If any household is living under bridge, trees etc, it will not be treated as living in a dwelling unit and code 3 (i.e.) no dwelling unit will be recorded in such cases. It may be noted that a dwelling unit constructed on a plot of land taken on a long term lease will be considered as being held under an owner like possession. Similarly, a dwelling unit itself possessed by a household under a long term lease may be treated as under owner like possession and code 1 will be applicable in such cases also.

Item 12 Total household expenditure (GS00)

4.3.20 This will be filled in only after completing Block 11 to 13 and 21. The sum total of the relevant sub-total items (as indicated in Block 21) which constitute the total household expenditure will be recorded here.

Item 13 Per capita expenditure (GS00)

4.3.21 Will be arrived at by dividing the total household expenditure by the main household size.

Item 14 Total household income (GS00)

4.3.22 Will be filled only, after completing Blocks 8 to 11 and 20. The sum total of the relevant sub-total items (as indicated in Block 20) which constitute the total household income will be recorded here.

Item 15 Per capita income (GS00)

4.3.23 Will be arrived at by dividing the total household income by the main household size.

Item 16 Did any member of the household take any meal from outside during the last 30 days?

4.3.24 If any member of the household has taken meals from outside, with or without payment during last 30 days preceding the date of survey, code 1 will be recorded, otherwise code 2 will be recorded. For definitions of meal etc. please see instructions under Block 4.

Block 4 Ceremonies and guests entertained during the last 30 days ending on

4.4.1 Ceremonies are performed to solemnize some events of life, like, birth, birthday, marriage etc. Members of a household may have to perform some religious rites consequent upon the death of a person. For various religious faiths, there are some days in a year which are observed with ceremonial performances like offering puja, prayer, ritual performances etc. Such ceremonies may be performed by household members as required under the social/religious customs and not incurring expenditure for entertaining guests. On the other hand, some households may spend some amount of money for entertaining guests with meals which are considered as essential part of the ceremonies performed by them. The purpose of providing this block in this schedule is to estimate the meals served to guests on ceremonies performed by the household during the last 30 days preceding the date of enquiry and the meals served to guests and employees (non-members only) on any other occasion (other than ceremonies). Hence, only those ceremonies on which guests were entertained with meals, should be listed here.

Item 1 No. of ceremonies performed (describe), if any.

4.4.2 The number of ceremonies performed during the last 30 days preceding the date of survey will be indicated in the box provided. The ceremonies may be listed in the 4 lines provided, starting from the last ceremony performed and going backwards chronologically. A - may be put in the box space, if no ceremonies were performed.

4.4.3 Item 2 No. of meals served to guests entertained during ceremonies.

The total number of meals served to guests in all the ceremonies performed by the household during the reference period will be recorded in the box provided.

Item 3 No. of meals served other than those served during ceremonies.

4.4.4 The number of meals served by the household to its guests and employees, during the reference period of 30 days preceding the date of survey, will be recorded in the box space provided against items (i) and (ii) respectively. While counting the number of meals served to guests, those meals already accounted for against item 2 (i.e.) meals served to guests during ceremonies should not be counted.

4.4.5 An employee of the household who lives under the same roof and takes food from the same kitchen, or the other members of the household should be treated as a normal member of the household. Hence, meals served to employee-members should not be counted for making entry against item 3.

Item 4 Total number of meals served.

4.4.6 This will be arrived at by totalling entries against item 2, 3 (i) and 3 (ii), and recorded in the box space provided.

4.4.7 Meal: A 'meal' is composed of one or more readily eatable (generally cooked) items of food, the usually major constituent of which is cereals. The meals consumed by a person twice or thrice a day provide him/her the required energy (calorie) and other nutrients for living and for pursuing his/her normal avocations. A 'meal', as opposed to 'snacks', or 'high tea', contains larger quantum and variety of food. In rare cases, a full meal may contain larger quantity of non-cereal food. Even then, if the quantum of food in a plate is heavy as a meal, the contents of the food plate will also be considered as a 'meal'. Sometimes the contents of 'breakfast' may not be very different from the contents of a 'meal'. The differences in quantity will, therefore, be the guiding factor for deciding whether the plate is to be labelled as a meal or breakfast.

4.4.8 A person rendering domestic service (like cleaning utensils, dusting and cleaning of rooms, washing linens, carrying water from outside etc.) to a number of households during the day time gets some food from each of the households he/she serves. Although the quantum of food received from a single household may, by quantity, be far less than a full meal, the total quantity of food received from all the households taken together would often, if not more, be at least equivalent to a full meal. In this particular situation, the person will be considered to be consuming one meal every day under 'meal taken away from home'.

4.4.9 Subject to the guidelines given in the two preceding paragraphs, for the purpose of data collection on 'number of meals consumed' one has to depend on the judgement of the informant because, the informant would reckon the number on the basis of his/her own understanding about the concept of a meal.

Block 5 Dependents living away from the household

4.5.1 In this Block information will be collected in respect of those dependants who are living away from the household (e.g.) children, old parents or brothers and other persons not necessarily related by blood living elsewhere and whose expenses are borne in full or part by the household. A dependant is one who depends on others wholly or partly for his maintenance. Only those persons should be considered as dependants of the household who expect some remittances from the household for their maintenance, even though such remittances may not be regular. Moreover there should also be an obligation on the part of the household to send some remittances whether it is in a position to do so or not. Remittances to relatives etc. out of respect or affection, howsoever regular it may be, need not be taken as dependence, unless it is reported they actually depend on the household.

4.5.2 Column 1 is for recording serial number of the dependents.

4.5.3 Column 2 is for recording the exact relationship of the dependent with the head of the household.

4.5.4 Column 3 The relevant code on the relationship with head of household out of the following will be recorded:

description	code
Head of household.....	1
Spouse of head of household	2
Married child	3
Spouse of married child	4
Unmarried child	5
Grand child	6
Father/mother/father-in-law/mother-in-law	7
Brother/sister/brother-in-law/sister-in-law/other relative.	8
Servant/employee/other non relatives.....	9

Column 4 is for recording the sex of the dependent in code (male - 1; female - 2)

Column 5 is for recording the completed age of the dependants on last birthday.

Block 6 Household membership and composition

4.6.1 In this Block the enumerator should list all persons present in the household on the date of the survey and collect their particulars under various columns provided. In addition, he should ascertain whether any normal members were temporarily absent, list them and collect the date in respect of them also. The aim of this Block is to get information on the household membership and composition in terms of age, sex and relationship to the head of household.

4.6.2 First, all the normally resident members (including temporary absentees) of the household, as defined in paragraph 2.2.6 will be listed. While listing, the head of the household will be listed first, followed by head's spouse, the first son, first son's wife and children, second son, second son's wife and children etc. After the sons are enumerated, the daughters will be listed, followed by other relation and dependents. These will be followed by servants, paying guests and other members of the household. Temporary visitors present on the date of survey will be listed last. The persons are thus listed so that non-members, if any, will get listed at the end of the Block.

4.6.3 Column (1) Person Number The serial number of persons listed is to be given here. Provision has been made for 10 persons.

4.6.4 Column (2) Name of Person The name of the person corresponding to the person number in column (1) will be entered.

4.6.5 Column (3) is meant to indicate the relationship of the person to the head of household. Codes for this are already provided in the schedule and listed in paragraph 4.5.4 above.

4.6.6 Column (4) is meant to indicate whether the person was present on the date of survey, in terms of "yes" (✓) or "no" (X).

4.6.7 Column (5) is meant to indicate whether the person is normally living in the housing unit of the household, in terms of "yes" (✓) or "no" (X).

4.6.8 Column (6) is meant to indicate whether the person is normally taking food from the common kitchen of the household, in terms of "yes" (✓) or "no" (X).

4.6.9 Column (7) is meant to indicate whether the person is participating in the household's budgetary or housekeeping arrangements, by pooling the whole or part of his income and/or depending on the common pool of income for a major part of his expenditure. It may be noted that an unrelated protege who is dependent on the household will have an "yes" entry as he depends on the common pool of income for all his expenses.

4.6.10 Column (8) If answer is "no" under column (7), the economic relationship of the person to the household is to be indicated in codes as follows:

Domestic servant	1
Paying guest	2
Others (specify)	9

The category 'others', for example will include boarders who do not pay for the lodging and boarding facilities which they get from the household. The same may be specified below the code, in the space available.

4.6.11 Column (9) is to indicate whether the person is a normal or usual member present (code 1), normal or usual member absent (code 2) or non-member (code 3) in terms of codes provided in the schedule.

4.6.12 Column (10) is for recording the length of stay of the person in the household during the last 30 days preceding the date of survey.

4.6.13 Column (11) is meant for recording the sex of the person in codes (male - 1; female - 2).

4.6.14 Column (12) is meant for recording the person's age (in completed years, as on date of survey).

Block (7) Activity and other particulars of household members

4.7.1 This Block is meant for recording some demographic particulars (viz marital status, educational attainment), usual activity status and number of meals taken, of each of the members of the household. The information will not be filled for non-members, if any, occurring in Block 6 and will be filled for normal members, whether present or absent on the date of survey. For deciding whether the person is a member of the household or not, the guidelines given in paragraph 2.0.6 and 2.0.7, particularly in respect of marginal cases, have to be followed.

4.7.2 Column 1 Person number (i.e.) serial number of the person as in Block (6) has been repeated in this col to facilitate the making of entries in respect of each of the household members already listed in Block 6. For each of the members of the household numbered 1, 2, 3..... further particulars will be collected and recorded in columns (2) to (24) against the respective row provided for the concerned person.

4.7.3 Column 2 Membership type The relevant membership type code of the household members as per codes given against (i) at the top of page 4 of the schedule will be recorded in this column. The codes are as follow.

Family members	1
Unrelated members in the household participating in common budgetary arrangements	2
Domestic servant	3
Paying guest	4
Others (specify)	9

The code will be decided by considering entries in columns (5), (6), (7) and (8) of Block (6). All related persons having "yes" entries in columns (5), (6) and (7) will get code 1. Unrelated persons with "yes" entries in these 3 columns will get code 2. Domestic servants, paying guests and other members can be identified from entries in col. (8) and their membership type recorded as 3, 4 or 9 as the case may be. If the code is 9, the details may be specified, as in the case of boarders not paying for boarding and lodging facilities.

4.7.4 Column (3) Marital status The marital status of each member will be recorded in terms of the specific code number in the column. The codes are -

Married	1
Common Law	2
Visiting	3
Widowed	4
Divorced	5
Separated	6
Single	7
Others	9

4.7.5 Columns (4) & (5) Highest level of education Information regarding the highest general and technical education attained by the member of the household will be recorded in specific codes in these columns. For the purpose of making entries in these columns, only the course successfully completed will be considered. For instances, for a person who has studied up to, say, first year of degree course, the educational attainment will be considered only as secondary (code 5). The relevant codes to be used for recording entries in these two columns are

General Education (Column (4))

Below graduate level			Graduate	Post-graduate
Not literate	1	Agriculture	61	71
Literate, without formal schooling	2	Engineering/technology	62	72
		Medicine	63	73
Below primary	3	Social Sciences	64	74
Primary	4	Natural Sciences	65	75
Secondary	5	Arts	66	76
		Other subjects	67	77

Technical Education (column (5))

Additional diploma/certificate in -	
Agriculture	81
Engineering/technology	82
Medicine (including laboratory technician, nurses etc.)	83
Crafts	86
Other subjects	87

4.7.6 A person who can both read and write a simple message in at least one language is to be considered literate. Those who are not able to do so are to be considered as not literate and assigned code 1. Those who are literate but never attended any school will be assigned code 2. Those who are by definition literate, but are yet to pass primary standard will get code 3. Similarly codes 4 & 5 will indicate the successive highest standard of examinations passed. For graduates and post-graduates, if more than one code is applicable, the following procedure will be adopted.

(i) for graduates - when code 67 as well as one of the codes 61 to 66 are relevant, code 67 will not be considered. A similar procedure will be adopted for post-graduate also (i.e.) when code 77 as well as one of the codes 71 to 76 are relevant, code 77 will not be considered.

(ii) when more than one of the codes 61 to 66 or 71 to 76 are relevant, the code indicating the graduate degree or Post Graduate degree, as the case may be, obtained last will be considered.

4.7.7 Columns (6) to (17) The usual activity (principal as well as subsidiary) particulars, with respect to a reference period of 365 days preceding the date of survey of all the members of the household will be collected and recorded in these columns.

Definitions adopted for a few important items on which data will be collected in columns (6) to (17) are as follows:

(a) Activity status

The activity status of an individual is the activity situation obtaining for the person in respect of his/her participation in gainful and also non-gainful activities during a given reference period. Normally, one of the following three major activity situations or a combination of them will obtain to a person:

- i) of working or being engaged in gainful activities (work) for pay, profit or family gain,
- ii) of being not engaged in gainful activities (work) but either of making tangible efforts to seek work or of being available for work, and
- iii) of being not available for work because of various reasons.

Identification of each individual according to a unique situation poses a problem when more than one of the three activity situations listed above concurrently occur for a person. In such an eventuality the unique identification under any one of the three activity situations is done by adopting either the 'relatively long time' (i.e. major time) or the 'priority' criterion. The former is used for classification of persons under 'usual activity status' with reference to a period of 365 days preceding the date of survey and the latter for classification of persons under 'current activity status' with reference to a period of 7 days preceding the date of survey.

The three major activity status referred to above have been further sub-divided into several detailed activity categories. The detailed categories (under each of the three major activity status categories) along with the corresponding codes to be used are listed below;

(i) Situation of working or being engaged in gainful activities (employed)

Worked in household enterprise (self-employed)	11
Worked as helper in household enterprise	21
Worked as regular salaried/wage employee	31
Worked as casual wage labour in Public Works	41
Worked as casual wage labour in other types of work	51

ii) Situation of being not engaged in work but available for work (unemployed)

Did not work but was seeking and/or available for work	91
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iii) Situation of being not available for work (not in labour force or economically inactive)

Attended educational institutions (i.e.) at school, college etc.	91
Attended to domestic duties only	92
Attended to domestic duties and was also engaged in free collection of goods (vegetables, roots, fire-wood, cattle feed etc.), sewing, tailoring, weaving etc. for household use	93
Rentiers, pensioners and remittance recipients	94
Not able to work due to disability	95
Beggars, Prostitutes etc.	96
Others	99

(b) gainful activity: Gainful activity (or work) is the activity pursued for pay, profit or family gain or in other words, the activity which adds value to the 'national product'. Normally, it is an activity which results in production of 'goods and services' for exchange. However, the activities in 'agriculture' (i.e. all activities relating to Industry Division 01, 02 and 05) in which a part or whole of the agricultural production is used for own consumption and does not go for sale, are also considered 'gainful'. Execution of household chores or social commitments, etc., however, are not considered 'gainful' activities. The activities, such as prostitution, begging etc. which may result in earnings, are also by convention not considered 'gainful'.

(c) workers (or employed): Persons engaged in any gainful activity are considered 'workers' (or employed). They are the persons who are assigned any one of the five activity categories under the first broad activity category, i.e., working or employed, listed earlier.

(d) seeking or available for work (or unemployed): persons who, owing to lack of work, had not worked but either sought work through employment exchanges, intermediaries, friends or relatives or by making applications to prospective employers or expressed their willingness or availability for work under the prevailing conditions of work and remuneration are considered unemployed.

(e) labour force: Persons categorised as "working" (or employed) and categorised as seeking or available for work (or unemployed) together constitute the labour force or economically active persons.

(f) not in labour force: Persons categorised as neither 'working' nor 'seeking nor available for work' are considered to be engaged in non-gainful activities and categorised as 'not in labour force' or economically inactive persons. The persons falling in this category are students, those engaged in domestic chores, rentiers, pensioners, those living on alms, recipients of remittance, infirm and disabled persons, prostitutes and smugglers etc.

(g) worked (self-employed) in household enterprise -- Activity status code 11: Persons who work in their own farm or non-farm enterprises are defined as self-employed -- the term used to designate their activity status. There are different kinds of self-employed, some may operate their enterprises without hiring any labour, some others may occasionally hire a few labourers. There is also a third category who, by and large, regularly run their enterprises by hiring labour. The first two groups of self-employed are called own-account workers and the third, the employer.

It is expected that the bulk of self-employed persons in the economy can easily be identified by adopting the above definition. But in certain cases the identification may pose some problem. An illustrative list of such cases and conventions is given below.

- (i) a mason is to be identified as a self-employed person when he works free-lance. But a mason assistant is an employee.
- (ii) a barber on his rounds to secure work is self-employed.
- (iii) a private tutor is self-employed whereas, a maid servant working for different households is not.
- (iv) a master tailor or a contractor or sub-contractor tailor who does the work himself or by hiring some tailors will be identified as self-employed, though the hired tailors of the master or the contractor tailor will be identified as employees.
- (v) a porter or similar labourer is not self-employed but an employee.
- (h) worked as helper in household enterprises -- Activity

Status code 21:

Helpers form a category of working persons who work in household enterprises, full or part time and do not receive any cash payment or any share of the family earnings in return for the work performed for the enterprise. They are household members, a large number of them being related to the household head and dependant on the household head and work for the family enterprise and get food and shelter as members of the household. One may also come across persons in a household who do not receive any cash remuneration for their work in the household enterprise but have a share in the family earnings out of such enterprise. Such persons are not 'helpers' but 'self-employed'. On the other hand, if any member of the household works in the household enterprise for which he is paid wage/salary, he should be treated as an employee.

- (i) worked as regular salaried/wage employees -- Activity

Status code 31: Persons working in others' farm or non-farm enterprises (both household and non-household) and getting in return salary or wages on a regular basis (and not on the basis of daily or periodic renewal of work contract) are treated as regular salaried/wage employees. The category, salaried/wage employees will include not only salary and wage earners getting time wage but also earners getting piece wage or salary and paid apprentices, both full time and part time.

(j) worked as casual wage labour-- Activity status codes 41 & 51: Persons engaged in others' farm or non-farm enterprises (both household and non-household) and getting in return wages according to the terms of the daily or periodic work contract are treated as casual wage labour. In rural areas and also in the Government Project sites, a type of casual labourers can be seen who normally engage themselves in 'public works' activities. 'Public works' are those sponsored by Government or local bodies for construction of roads, digging of ponds, etc. The casual labourers doing only 'public works' activities will be assigned code 41. The rest will be categorised under code 51.

(l) attended domestic duties and was also engaged in free collection of goods, sewing, tailoring, weaving, etc., for household use -- Activity status code 93: In rural areas, in general domestic work usually includes among others, a lot of work for free collection of vegetables, roots, firewood etc. and also spinning and weaving of clothes for household use. Whenever a person engaged in domestic duties is found to be also spending regularly some of his/her time in performing the above mentioned activities, the status code appropriate for him/her will be 93 and not 92.

Columns (6) to (9) Broad usual activity status

4.7.2 Based on the definitions given above, the number of days the person has "worked", "not worked but seeking and/or available for work" and neither seeking nor available for work during the last 365 days preceding the date of survey will be indicated in columns (6), (7) and (8) respectively. In deciding the number of days, one should consider only the normal working time available for pursuing the various activities and not 24 hours of each day. The broad usual activity status of a person will be one of the following three, on which the person spent relatively more days during the last 365 days as per codes given below:

Working (employed)	1
Not working but seeking and/or available for work (unemployed)	2
Neither working nor available for work	3

The relevant code for the usual activity status 1 or 2 or 3 will be recorded in column (9).

4.7.9 To elucidate, consider the following example.

person	number of months			usual (principal) activity status
	employed	unemployed	not in labour force	
(1)	(2)	(3)	(4)	(5)
A	5	4	3	employed
B	4	5	3	unemployed
C	3	4	5	not in labour force
D	4	4	4	employed

In the first case, a relatively long time has been spent on employment and therefore, he has been categorised as usually employed. Using the same 'time spent criterion', B and C have been categorised as 'unemployed' and 'not in labour force' respectively. It may be noted that the usual activity status of person 'D' is also "employed", though the time spent in the three statuses is same. If A, out of the 5 months, was 'self-employed' for 3 months and worked as 'casual labour' for 2 months, his principal usual activity status would be 'self-employment' (i.e., code 11).

Columns (10) to (13) Principal usual activity status

4.7.10 The three broad groups of activities are further classified into 13 detailed 'status' categories, 5 for persons categorised 'working' (codes 11-51, 1 for those categorised 'not' working but seeking and/or available for work' (code 81), and 7 for those categorised 'neither working nor available for work' (codes 91-99). For a person, the appropriate broad 'status' will be determined first as explained above in paragraph 4.7.8. and 4.7.9. If a person categorised 'working' is found to be pursuing more than one gainful activity during the reference year the gainful activity in which relatively more time has been spent will be the appropriate detailed 'status' that will be assigned to him/her. (If the time spent on the different activities is found to be equal, the activity that appears first in the list will be assigned to the person).

4.7.11 In case more than one 'non-gainful activity status' (codes 91-99) are assignable to a person in view of the typical activity pattern followed by him/her during the reference year, the activity which appears first in the code list in the ascending order starting from 91 will be assigned. But it may be noted that a person engaged in 'domestic duties' should not be classified as 'student' (code 91) simply because he/she was attending some training. Similarly, a disabled person who was a recipient of regular pension, remittances etc., should be classified as 'renters' pensioners, remittance recipients, etc.' and not as the category 'not able to work due to disability' (code 95). After thus determining the detailed usual activity status of a household member, the appropriate 2-digit code will be recorded in column 13. This will be the principal usual activity status of the person.

4.7.12 The following points may be noted while assigning the 'activity status' to a person.

(a) A person found to be engaged in domestic duties should not be categorised 'engaged in domestic duties' (code 92) if the person reports that he/she has also been available for work concurrently. The person should be classified as "unemployed".

(b) Unpaid apprentices will be treated as 'students' while paid apprentices will be treated as employees.

(c) Persons under 'paid lay-off' will be considered 'employed' and those under 'unpaid lay off', as 'unemployed' if they are seeking and/or available for work.

(d) 'Free collection for sale' will be treated as self-employment.

4.7.13 Columns (10) to (12) will be filled only for those who are working or employed (i.e.) having one of the code (11, 21, 31, 41 and 51) in column (13). For such persons the description of the sector of activity (i.e.) the industry and the corresponding function (i.e.) the occupation in which the person was engaged will be recorded in column (10). The relevant three-digit Industry Group code and three-digit occupation codes will be recorded in columns (11) and (12) respectively. For giving codes, the codes supplied in the booklets on extracts from International Standard Industrial classification and International Standard classification of occupations may be used.

4.7.14 While describing the activity, maximum details may be given to exactly identify the actual occupation and the industry in which that occupation/job is performed.

Examples are

- (i) Driver in a private sugar corporation
- (ii) Clerk in G.E.C.
- (iii) Engineer in GUYSUCO
- (iv) Cultivator of own land
- (v) Cultivator of land on lease

Columns (14) to (17) Subsidiary gainful activity

4.7.15 For each person listed in this block, it has to be ascertained whether he or she worked in a subsidiary capacity during the 365 days preceding the date of survey or not; or in other words, whether he or she had a subsidiary gainful usual status. This has to be ascertained for all the three broad categories of persons initially classified as 'employed', 'unemployed' and 'not in labour force'. To illustrate, a person categorised as working and assigned the principal usual activity status as 'self-employed' may also be engaged for a relatively shorter time during the year as casual wage labour. In such a case, he will be considered to have worked also in a subsidiary capacity (i.e., having a subsidiary gainful status which is different from the principal gainful status). On the other hand, a person may be self-employed in trade for a relatively longer period and simultaneously also engaged in agricultural production for a relatively minor time. In such a case, the principal usual activity status will be self-employed in trade and subsidiary gainful status, self employed in agriculture. Similarly, persons categorised as 'unemployed' or 'not in labour force' on the basis of 'relatively longer time' criterion might have pursued some gainful activity for relatively shorter time during the year. In all the above cases, they will be treated to have had subsidiary gainful usual status. It may be noted that engagement in work in subsidiary capacity may arise out of two situations:

- (i) a person may be engaged for a relatively longer period during the 365 days in one gainful activity/non-gainful activity and for a relatively shorter period in another gainful activity.
- (ii) a person may be pursuing one gainful activity/non-gainful activity almost throughout the year in the principal status and also simultaneously pursuing another gainful activity for relatively shorter time in a subsidiary capacity.

For all persons engaged in any "work" in a subsidiary capacity, the detailed status codes of the gainful activities pursued by them in their subsidiary capacity will be recorded in column 17. Description of the activity, corresponding industry code and occupation code will be recorded in columns (14), col.(15) and col. (16) respectively.

4.7.16 Activity Status: Some Important Clarifications

(i) Household members who have a legal or moral claim on the family enterprise, when they participate in the activities of the enterprise without receiving any wage/salary, will be treated as self-employed. Those members like distant relatives who do not have any legal or moral claim in the enterprise, when working in the enterprise without receiving any wage/salary, will be treated as 'helper'.

(ii) A disabled person/pensioner, reporting to be seeking/available for work, will be treated as unemployed and not as a disabled person/pensioner.

(iii) For determining the activity status code of a, Member of Parliament, Municipal Councillor etc. it has to be first ascertained whether they had any other primary gainful occupation or not. If they had other primary gainful occupation, their activity status will be according to that gainful occupation; if not, they will be categorised as self-employed (status code 11).

(iv) A pensioner reported to be engaged in the family enterprise or employed in any other capacity should be considered "working" (or employed), if he/she was engaged in the activity for a relatively long time during the reference year.

(v) The 'meal carriers' (who deliver lunch at various offices), 'night watchman' of a locality, 'cattle herd' etc. are normally employed by a group of households on a regular monthly wage. The 'activity status' of such workers will be the same as that of maid servant/male servant etc. i.e. 'wage/salaried employee'.

(vi) Sometimes it is found that a regular student is currently on the live register of the Employment Exchange and such a situation creates confusion in deciding his activity status. Normally, the person will be categorised as a student. But before categorising him as a student, further probes should be made as to whether he will give up his studies the moment he gets a job. If it is found that he will leave his studies to take up the type of job for which he has registered, he will be considered as unemployed.

Column (18) Number of days stayed away from home during last 30 days

4.7.17 The number of days for which the member 'stayed away from home' during the 30 days preceding the date of enquiry should be recorded here. A continuous absence from home for 24 hours will be reckoned as a 'day stayed away'. That is, the entry will be made in completed number of days and any fraction of a day will be ignored. The location of the place where the person stayed, having been away from his/her own household, may also be within the same village/town and staying away will not only mean physical absence but also non-participation in food consumption from his/her own household.

Column (19) Number of meals usually taken in a day

4.7.18 The number of meals consumed by a person is usually reported as 2 or 3. In rare cases, one may come across a person who may be taking food only once in a day or more than three times a day. While in the former case the number of meals for the person will be 1 per day, in the latter case, however, only 3 should be entered. That is, in this column, the recorded number of meals taken in a day, even if it is reported to be higher, should not exceed 3. A breast-fed baby does not directly share the food consumed by members of the household. Hence for such babies the entry in this column will be '0'. To have a clear idea of what constitutes a meal, the three paragraphs 4.4.7, 4.4.8. and 4.4.9. may be referred to.

Columns (20) to (24) Number of meals taken during last 30 days

4.7.19 It is important to note that entries are to be made in these columns on the basis of the place from where food is served and not the place where food is consumed.

4.7.20 Columns. (20) to (22) pertain to meals taken away from home without payment. Number of meals taken outside home on payment and at home during last 30 days preceding the date of survey for each member of the household will be recorded in column (22) and column (24). There are schools etc. which provide standard food to all or some students as midday meal, etc., free or at subsidised rate. Such meals are to be considered as meals taken away from home. If such food is received free it will be recorded in column (20). Meals received at subsidised rate will be recorded in column (23). There are institutions which provide canteen facilities to their students. Students can purchase food of their choice and to their requirements from those canteens on payment. In such cases also entry will be made in column (23).

4.7.21 Sometimes meals are provided by the employer. These may be as perquisites or as part of wages in kind. These meals are generally consumed at the place of work and are to be considered as meal taken away from home. It may not be rare that meals provided by the employer are brought home by the employees and consumed there. Such meals are also to be considered as meals taken away from home. In column (21), the number of such meals received and consumed during the reference period by an individual member will be recorded. Similarly meals consumed as guests in other households, will also be taken into account while making entries in column (22). For the purpose of making entry in column (23), 'meals received on payment' will mean that the informant has to incur some expense or part with a certain portion of his salary/wage for getting the meals. Meals purchased from hotel, restaurant or an eating house will be considered as 'meals taken away from home on payment' and will have to be counted also for making entry in column (23). Meals taken away from home during the days of absence from the household should also be accounted for in making entries in these columns. Such meals need be counted under columns (20) to (22) and (23).

4.7.22 In column (24), the number of meals taken at home by each member of the household during the period of 30 days preceding the date of survey will be recorded. A meal will be considered to be taken at home if, the meal is prepared at home irrespective of the place where it is consumed. In short, all the meals consumed by a member which are either prepared by the household or purchased from outside and the expenditure relating to which is collected and recorded at appropriate places of block 12 of the schedule should be considered either as 'meals taken away from home"on payment" or as 'meals taken at home'.

4.8.1 Household Income

A working definition of household income, is that is the sum of money income and income in kind and consists of receipts which, as a rule, are of a recurring nature and accrue to the household or its members regularly at annual or more frequent intervals. The rationale for the definition is the assumption that the behaviour of households as consumers is determined by what they perceive as regular income comprising receipts expected to be received regularly with known periodicity or frequency, at least once a year. Thus what distinguishes household income from other receipts is its regularity and recurring character. However, the notions of recurrence and regularity are meant mainly to help define the concept of income in terms of its characteristic features, especially from the point of view of the household and are not to be treated as essential criteria.

Block (8) Income from paid employment

4.8.2 In this Block (8) data on income received by each member of the household from paid employment will be collected. The reference period will be 30 days preceding the date of survey. Wages and salaries cover all payments which employees receive in respect of their work, whether in cash or kind, and before deductions for their contribution to social security, withholding taxes and the like. Reimbursement to employees for travel, entertainment etc. for business of the employer is not included, as wages and salaries. But included are payment of commission, tips and bonuses, cost of living and dearness allowance, payments in respect of vacation, holidays and other relatively short absences from work, when made directly by the employer. Fees to ministers of religion and members of boards of directors are to be treated as wages and salaries. The cost to the employer on food, lodging and ordinary clothing provided free of charge or at reduced costs to the employees is to be considered as wages and salaries in kind, and hence, as household income as well as consumption expenditure for the employee's household.

4.8.3 Payments in kind of wages and salaries should cover the cost to the employer of goods and services provided to the employees free of charge or at markedly reduced costs which are clearly and primarily of benefit to the employees as consumers. When such outlays are of benefit to the employers as well as to the employees, they will be treated as intermediate consumption and not as compensation of employees. Examples are, expenditure by employers on amenities at places of work, medical examinations and recreational facilities.

4.8.4 Free issues of food, beverages, tobacco and clothing, including uniforms, to members of the armed forces are considered as part of their wages, but uniforms and other work clothing supplied free to civilian employees is not considered as part of their wages.

4.8.5 The imputed gross rent of dwellings provided free to the employees is to be included in wages and salaries. So also the family dwellings, but not the barracks, provided to military personnel.

4.8.6 No attempt should be made to impute wages and salaries of unpaid family workers whose income is included in the entrepreneurial income of the household enterprises for which they work. Normally, transactions between members of the household should not be recorded except for domestic servants who are treated members of the household and workers of household enterprises who may be living with the household and, hence, treated as members of the household.

4.8.7 The commodities food etc. that employers provide free of charge or at reduced prices to their employees may be valued at retail market prices in order to reflect the value of the benefits actually received by the employees. The value of free lodging should be valued at the rent usually paid for similar quarters.

4.8.8 The information has to be collected and recorded in respect each member of the household in columns (1) to (18).

4.8.9 Column (1) is for recording the serial number of the member of the household as in Block 6. These are already printed in the schedule.

4.8.10 Column (2) Details of the job of the member during the last 30 days preceding on date of survey will be recorded in this column.

4.8.11 Column (3) & Column (4) The industry and occupation code in respect of the job will be recorded in column (3) and column (4) respectively, after consulting the booklets on SIIC and SICO, supplied to the enumerator. While filling up the entries first the occupation may be filled and then the industry in which the occupation was performed.

4.8.12 Column (5) The number of days worked on the job during the last 30 days may be recorded in this column.

4.8.13 Columns. (6) to (10) relate to the income received in cash during the last 30 days. The component of wages and salaries include wages and salaries, cost of living or dearness allowance, overtime payments, commissions, gratuities, bonuses and other similar elements including payments received for leave periods, prior to deduction made at the source, if any, as taxes, social security contributions, insurance premium, subscription etc. Wages are payments to labour which are generally paid by time rates or piece rates related to time actually worked or work actually done. Salaries on the other hand are usually related to a longer period such as a month or a year and are not strictly related to the time actually worked or work actually done.

Column (6) Basic wage and salary

4.8.14 The basic wage or salary received during the last 30 days preceding the date of survey may be recorded in column (6). Salary is generally for a month and salary received during the last 30 days will relate to a calendar month (last calendar month). In exceptional cases, where the payment actually received may cover more than a month, necessary remarks may be made as a footnote. In case, there is no system of paying cost of living or dearness allowance separately, consolidated salary would be noted. If payment due during the reference period of last 30 days has been delayed for any reason and no payment received, a footnote may be given accordingly and the normal rate of salary indicated together with reasons for delay.

4.8.15 In the case of wage paid jobs for which the wage period may be a week or two and casual jobs for which the payments may be made the same day, the data on wages received during the reference period of 30 days may not be readily available. Data could then be obtained separately for each of the four completed weeks separately on a working sheet, added up and entered in the schedule. Even, if this is also not possible, the data may be obtained for the last week, multiplied appropriately to arrive at the requisite estimate for a month and the results entered in the schedule.

4.8.16 Wages and salaries, should be recorded before deduction, as already indicated, in paragraph 4.8.2.

Column (7) Allowance, commission, gratuities

4.8.17 Allowances like dearness allowance, house rent allowance, overtime allowance and night shift allowance etc, if paid in cash are to be entered here. Commission and gratuities should also be included as allowance in this column. Payments in respect of vacations, holidays and other relatively short absences from work when made by the employer are to be included here.

4.8.18 Column (8) For each person, the total of column (6) and column (7) may be indicated in column (8).

4.8.19 Column (9) is meant for recording deduction at sources like income tax, pension and social security contribution, insurance premium, subscription etc. from the salary/wage.

4.8.20 Column (10) For each person, the net receipt after deduction at source, (i.e.) column (8) - column (9) may be indicated in column (10).

4.8.21 Column (11 to Column (15) pertain to value of benefits received in kind during the last 30 days preceding the date of survey. As indicated earlier, the cost to the employer of food,

lodging and ordinary clothing provided free of charge or at reduced costs to the employees is to be considered as wages and salaries in kind and treated as household income as well as consumption expenditure for the employees' household.

4.8.22 The value of benefits received in kind in terms of food is to be recorded in column (11), housing in column (12), clothing in column (13) and others in column (14). The total of columns (11) to (14) may be given in column (15).

4.8.23 To arrive at the value to be reported in these columns, a worksheet (No. 8A) has been developed and this may be filled up first as per guidelines given below. Before filling up the worksheet, the sample Enumeration District Number and sample Household Number may be indicated at the top. These are to be copied from items (10) and (12) of Block 1. This may invariably be done for all worksheets used for this schedule.

4.8.24 In the worksheet divided into two sub-blocks, 8A(i) and 8A(ii) account will be taken of all items received as gifts and dole, items received free or at concessional rate like foodgrain, cloth, grocery items, housing etc., as employees from the employer or from others (friends and relatives). Prizes also will be treated as gifts and included here. However, uniform, shoes, umbrella etc. received from employer in due discharge of official duties will not be taken note of. Concessional rates, discounts, rebates etc. received from the seller will not be accounted for. Similarly assistance from hospitals is not to be treated as concession.

4.8.25 In Sub-Block (i) items received from employer and in Sub-Block (ii) items received as gifts or at concessional rates from friends and relatives either on individual account or family account will be recorded. Concession given to school students in regard to food, books etc. will be entered in this Sub-Block. Forced possessions like occupation of house will be considered as gifts. Their value/rent will be evaluated at market rate. If the gift is on family account, this may be entered in Sub-Block (i) on the last line, with necessary remarks.

4.8.26 For both the Sub-Blocks, the reference period is last 30 days preceding the date of survey. Care should be taken that all receipts recorded here and transferred to Block 8 are properly accounted for in the Block 12 on consumption expenditure against relevant items.

4.8.27 The different columns of the worksheet 8A may be filled as per the following guidelines.

4.8.28 Column 1 is the serial number

4.8.29 Column 2 The person number as in Block 6 who received the gifts and concession may be indicated. Items received on family account which may occur in Sub-Block (ii) may be given code 99.

4.8.30 Column 3 the name of the item received is to be recorded here. Separate lines may be used for more than one item received by the same person. No codes are assigned. Entries may be made under the following groups -

Food
Housing accommodation
Clothing
Fuel and light
Other items (specify)

Tea, coffee and other snacks may be shown under "food". Entries may be made in increasing order of relevant person number given in Block 6 and at the end Family Account code 99.

4.8.31 Column (4) & Column (5) Unit and quantity. These are self explanatory.

4.8.32 Columns (6) & (7) Value at market price and actually paid

The retail market price of the items and amount actually paid are to be recorded in columns (6) and (7) respectively. In case of any item received as gifts the entry on column (7) will be 0.

4.8.33 Column (8) Value of concession or gift In this column the difference of columns (6) and (7) will be recorded. Total over all items received either on concession or as free/gift should be obtained for each person shown in column 1 of Sub-Block (i) and Sub-Block (ii) separately and recorded.

4.8.34 After completing the worksheet, the total amount of concession in column (8) may be transferred to the appropriate column of Block 8 viz columns (11), (12), (13) or (14) depending on whether the item relates to food, housing, clothing or others. Thereafter the total of columns (11) to (14) may be given in column (15).

4.8.35 Columns (16) & (17) & (18) Bonuses received during 365 days preceding the date of survey.

The bonuses received in cash and kind during the last 365 days preceding the date of survey will be recorded in columns (16) and (17) respectively. Bonus given in kind will be evaluated at market retail price and given. The total of columns (16) and (17) will be given in column (18).

Block 9 Self-employment activities

4.9.1 Block 9 is divided into two sub-blocks 9.1 and 9.2.

Blocks 9.1 and 9.2 relate to output and input of self-employment activities respectively.

4.9.2 If the members of the household are self-employed in productive activities as employers or own account workers, it is necessary to collect data on income from their self-employment activities in order to arrive at the total income of the household. The phenomenon of self-employment is very widespread in developing countries, especially in the rural areas, mainly in agriculture and other primary activities. Self-employment activities of the household sometimes described as household economic activities or household enterprises may include:

(1) Seasonal agricultural activities, (2) Perennial agricultural activities, (3) Livestock and poultry farming, (4) Fishing and fish-breeding, (5) Forestry and hunting, (6) Mining and quarrying, (7) Manufacture and repairs, (8) Construction, (9) Trade, (10) Transportation and storage, (11) Guest houses and restaurants, (12) Legal services, (13) Engineering, architectural and technical services, (14) Medical, dental, health and veterinary services, (15) Educational, recreational and cultural services, (16) Laundry, cleaning and related services, (17) Barber and beauty services, (18) Photographic services, (19) Other services, excluding domestic services.

4.9.3 For the estimation of income from self-employment information needs to be collected separately on the inputs (including labour inputs) and outputs of each such activity. While the outputs of each activity can be identified and ascertained separately, the inputs, some of which may be common to several activities, cannot possibly be identified, isolated and ascertained separately for each activity. For purposes of the estimation of income from self-employment activities, the household, therefore, is to be taken as a single economic unit. All inputs into the household's economic activities will have to be listed and their values ascertained. The inputs may include:

- (a) agricultural seeds and seedlings
- (b) animal, poultry and fish feed
- (c) primary products used for further processing
- (d) semi-manufactured goods used for further processing
- (e) explosives, chemicals and chemical products
- (f) water, electricity, fuel and lubricants
- (g) other manufactured goods used as inputs
- (h) building materials used for construction
- (i) transportation, storage and communication
- (j) repairs and servicing
- (k) rent, interest, brokerage, commissions and fees
- (l) hired labour
- (m) other miscellaneous costs

4.9.4 The output may include agricultural, livestock, forestry and fishery products, mining and manufacturing products, the outputs of construction, transportation and communication activities, lodging and restaurant services, community, social and personal services etc. In the case of trade, the output may have to be ascertained as the excess of sales over purchases, for which purpose data will be required on the value of all goods purchased for resale and the value of the sales.

4.9.5 Data on all inputs and outputs may be obtained in respect of each household engaged in such activities for the standard reference period of 30 days preceding the date of survey. Care will have to be taken, however, to distinguish inputs of economic activities from goods and services required for domestic consumption. This will indeed be difficult in some cases such as electricity which may be used for domestic as well as economic purposes, in which case the best possible allocation will have to be made. In addition, separate data on inputs and outputs will have to be obtained for agriculture, especially seasonal agriculture, in respect of a whole year for purposes of micro-level estimation of household income. This will again be an extremely difficult task which may, however, be made a little easier by asking for information in respect of each agricultural season for each crop.

4.9.6 Apart from data on output, it would be useful to obtain data on the disposal of the output through sales, transfers, own consumption etc. as a check against the reported data on output especially in the case of agriculture. Data on sales would also help in the valuation of the output. This would, however, be meaningful only in relation to the total output for the year and need not be done for the reference month of 30 days preceding the date of survey.

4.9.7 Self-employment activities include activities undertaken by the household with or without the assistance of hired labour, either on the household premises or outside, stationary or mobile. They may be classified broadly as agricultural and non-agricultural. Agricultural activities include besides crop cultivation, vegetable or fruit gardening and plantations, allied activities such as livestock farming, fishing, hunting and forestry. Non-agricultural activities include mining and quarrying, manufacture and repairs, construction, trade, transport and a wide range of services such as money lending, legal and accountancy services, sanitary, health, medical and dental services, tutorial services, personal services and household services.

4.9.8 Non-agricultural activities undertaken by households are generally small-scale operations with low capital investment and quick turnover. In the absence of formal book-keeping and accounting, the incomes generated through such activities can well be estimated on the basis of data collected with reference to a short reference period such as the last month (i.e.) 30 days preceding the date of survey.

4.9.9 In all cases, information will have to be collected on all outputs and inputs. So far as outputs are concerned, the outputs of each activity being distinct, there should be no problem in obtaining the requisite data in quantitative terms. Their valuation may, however, present problems if the products are not all meant for the market. Household economic activities are, in many cases, meant, to a large extent, for own consumption and, even if they are meant mainly for the market, it is possible that a part of the output is consumed by the household. In some cases, parts of the output may be transferred to the landlord, parts transferred to others as gifts or loans, and parts exchanged for other goods and services on a barter basis. For an accurate assessment of the income generated in both cash and kind, it is important that details be obtained of the disposal of the product in quantitative terms. For the part that has been sold, if any, data should also be obtained on the sale value. The unit price based on the sale value can then be used for estimating the value of the total output and of the parts transferred or bartered in kind.

4.9.10 In principle, data on inputs should also be collected separately in respect of each activity. However, in practice, it may be difficult to obtain the data separately in respect of each activity as some of the items may be common to more than one activity and cannot be isolated. A feasible alternative is to collect data on inputs for all economic activities together, but classified in such a way as would permit isolation of the inputs meant for each major activity to a large extent, leaving aside inputs which cannot be so separated.

4.9.11 Blocks 9.1 and 9.2 have been designed to collect data on output and input on the lines indicated above for the household as a whole. In the Block 9.1 relating to output, provision has been made separately for the following activities

- (1) Agriculture
- (2) Livestock Products
- (3) Fishing and fish breeding
- (4) Hunting and forestry
- (5) Mining and quarrying
- (6) Manufacture and repairs
- (7) Construction
- (8) Guesthouses and restaurants
- (9) Trade
- (10) Transport
- (11) Services
- (12) Miscellaneous

4.9.12 In Block 9.1 all the item heads may not be relevant to all activities. Thus, for instance, the quantities "transferred to landlord as rent" and "transferred to labour as wages" may be applicable only to agricultural activities. The quantity "transferred to others ..." is relevant only to activities 1 to 9, which involve some material production. The quantity "consumed by the household" is also confined to activities 1 to 8. The quantity "used for further processing" is relevant only to activities 1 to 7. For activities 9 to 13, there can be no quantitative figures. The only item to be recorded for these activities is, therefore, the "value of total output", which is the same as value sold. In the case of trade, the value to be recorded is the excess of sales over purchases, for the derivation of which data on sales and purchases may be obtained separately and recorded in the worksheet. In the case of transport and services the value to be recorded is the gross receipts.

4.9.13 Data may be collected for a reference period of 30 days preceding the date of survey for the household as a whole. For agriculture, alone, data may be collected for the 365 days preceding the date of survey. Data may be collected for each crop. Provision has been made for four crops. If the number of crops is more than 4, the first three major crops may be covered separately and the other crops put together against the fourth line. For the annual data, information should be collected for each agricultural season in a worksheet, totalled and then transferred to Block 9.1. In all cases, where data in a particular column is not applicable for a particular activity, the space under the relevant column has been left blank without any boxes. Column-wise instruction follow.

4.9.14 General Columns (3) to (10) can be filled only if the activity involves the production of a single product. In the case of multi-products with different units of quantity of output, aggregation is not possible and these columns cannot be filled in quantitative terms. In such cases the value figures may be reported with a detailed footnote.

4.9.15 Column 1 is for the serial number of activity.

4.9.16 Column 2 lists out all possible activities. Data will be entered in other columns only in respect of those activities applicable to the household, the other lines in respect of inapplicable activities being left blank.

4.9.17 Column 3 gives the local unit of output. This will be applicable only where it is a case of single product. In the case of multi-products with different units, aggregation is not feasible. In such cases the column will be left blank.

4.9.18 Column 4 is for recording the total output in local unit.

4.9.19 Columns 5 to 9 are meant to record the quantity transferred to landlord as rent, labour as wages, others as gift, loan or exchange, consumed by household and used for processing.

4.9.20 Column 10 is for recording the quantity sold. This is obtained by subtracting the total of columns (5) to (9) from column 4.

4.9.21 Column 11 is for recording the value of the quantity sold (i.e.) sale value of the quantity sold.

4.9.22 Column 12 is for recording the value of total output. This may be evaluated using unit value derived from the sales.

Explanatory clarifications on Block 9.1

4.9.23 (i) Apart from a person wholly engaged in an enterprise, persons in paid employment may have some enterprise as secondary source of income like keeping milk yielding animals. Though primarily for domestic consumption, part of it may be sold also. Such enterprises should also be considered.

Block 9.2 Input of self-employment activities

4.9.24 The broad types of inputs have been indicated under paragraph 4.9.3. Information may be collected separately for the following enterprise activities.

- (i) Agriculture
- (ii) Other agricultural activities (i.e.) Livestock products, fishing and fish breeding, hunting and forestry
- (iii) Manufacture and repairs
- (iv) Trade
- (v) Transport
- (vi) Other non-agricultural activities (i.e.) mining and quarrying, construction, guest houses and restaurants and services

4.9.25 For each of these activities one row has been provided. The inputs have been classified into the following:

- (i) Material input
- (ii) Water, electricity, fuel and lubricant
- (iii) Repair and maintenance
- (iv) Rent
- (v) Interest, fee, brokerage and commissions
- (vi) Hired labour
- (vii) Others

4.9.26 Material input will include primary products used for further processing, semi-manufactured goods for further processing and manufactured goods used as inputs. Example of primary products being processed are cases of enterprise making goods such as butter, cheese, flour, wine, oil, cloth or furniture.

Block 10 Property and other incomes during last 30 days and 365 days ending

4.10.1 Income from sources other than employment (i.e.) both paid employment and self-employment already covered in Blocks 8 and 9, includes:

- (i) Property income
- (ii) Current transfers

4.10.2 Property Income Property income has the following components:

- (i) Rents on real estate
 - (i) Net rental value of owner occupied building
 - (ii) Net rent received for other buildings.
 - (iii) Net rent received for lands

(ii) Royalties for copyrights and patents

- (c) Interest received
- (d) Dividends

4.10.3 Current Transfers has the following components:

- (a) Pensions
- (b) Annuities
- (c) Family allowances
- (d) Other social security benefits
- (e) Other incomes (from inheritance, trust funds, alimony, scholarships etc.)

4.10.4 Data on property and other income will be collected for the household as a whole and recorded in this Block. Data will be collected for the reference periods of last 30 days as well as 365 days preceding the date of survey.

4.10.5 Block 10 is divided into two sub-blocks 10(i) and 10(ii). Block 10(i) is for recording entries in respect of rent from real estate and 10(ii) is for recording entries in respect of other property income and other incomes.

4.10.6 Guidelines for filling Block 10(i) relating to rent from real estate are as below.

The aim is to collect data on net rent, after deducting from the gross rent received the costs of maintenance, running costs such as electricity, gas and water if paid by the owner, costs of collection, property taxes and mortgage interest paid, if any. Thus data will have to be collected separately on:

- (i) gross rent received
- (ii) maintenance, running and collection costs
- (iii) property taxes paid, if any
- (iv) mortgage interest paid, if any

It has to be remembered that the income from net rental value of owner-occupied dwelling will appear on the expenditure side also in the relevant Block 12.4.

4.10.7 In the case of owner-occupied dwellings, the imputed gross rental value is to be valued at the market rent of similar facilities. Thus one should take the rent of a similar building in the neighbourhood as the value of gross rent. From the gross rent, the expenditure incurred such as current maintenance, property taxes and mortgage interest should be subtracted to arrive at the net rent. Accordingly separate data have to be collected on:

- (i) maintenance costs
- (ii) property taxes
- (iii) mortgage interest paid, if any

4.10.8 Provision has been made in Block 10(i) for recording entries for two reference periods viz last 30 days preceding the date of survey and last 365 days preceding the date of survey. Columns (3), (5), (7) and (9) relate to "last 30 days" and columns (4), (6), (8) and (10) to last 365 days. Information has to be collected separately for land and buildings.

4.10.9 Column 1 is for recording serial number of the property and serial numbers are already printed.

4.10.10 Column 2 is for recording the category of property (i.e.) whether land or buildings. Under "Building" provision has been made for 2 buildings. In recording entries, first owner-occupied property may be covered, if applicable and then followed by other buildings rented out, if any. If owner-occupied, the words "self-occupied" may be written in column (2) against line 2(i).

4.10.11 Columns (3) & (4) relate to gross rent received, for "last 30 days" and "last 365 days" respectively. This may be ascertained or imputed, as per the guidelines given in paragraph 4.10.6 and 4.10.7 and entered.

4.10.12 Columns (5) & (6) relate to maintenance and running and collection costs, for the two reference periods. Maintenance costs will include cost of repairs, whitewashing, painting and such items of current maintenance. Running costs and collection costs will not be applicable to owner-occupied buildings.

4.10.13 Columns (7) & (8) relate to property taxes paid, if any for the two reference periods of "last 30 days" and "last 365 days".

4.10.14 Columns (9) & (10) relate to mortgage interest paid, if any. These columns become applicable only in the case when the property is mortgaged.

4.10.15 Block 10 (ii) relates to other property income and other incomes.

4.10.16 Item 1 Royalties are payments received for the use of its intangible assets such as copyrights and patents. The data will be collected for the reference periods of "last 30 days" and "last 365 days" preceding the date of survey.

4.10.17 Item 2 Interest comprises interest received by the household on financial claims such as savings, deposits, bonds and loans and interest received for consumers' credit given to household enterprises. Information will be collected for the dual reference periods of "last 30 days" and "last 365 days".

4.10.18 Item 3 Dividends Data on dividends on shares received by the household will be collected for the dual reference periods of "last 30 days" and "last 365 days" and recorded.

4.10.19 Item 4 Pension All pension amount received will be recorded, as usual, for the two reference periods. Pensions could be paid out of an independently organized Pension Fund relating to specific groups of employees or paid by an employer under an unfunded pension scheme. In the case of contributory pension fund, payments of contribution to pension funds have to be recorded as non-consumption expenditure in Block 13. Receipt of pensions which are part of a social security scheme will not be considered here but shown in item 7 on "other social security benefits".

4.10.20 Item 5 Annuities refers to life insurance annuity benefits received during "last 30 days" and "last 365 days". Payments of contribution to life annuity premium will be recorded in Block 13 on non-consumption expenditure. If the benefits come out of a social security scheme, the same will not be considered here, but recorded against Item 7.

It may be noted that life insurance annuity benefits refer to survivors' current receipts from life insurance. Lump sum life insurance maturity payments and insurance benefits such as casualty insurance schemes are not to be recorded here; they are considered capital transfers and should be recorded in Block 11 on "other Receipts".

4.10.21 Item 6 Family allowance is one of the components of social security benefits which would include current transfers from the public authority to the households, unemployment insurance benefits, accident, injury and sickness benefits, old age, disability and survivors' benefits, family allowances etc. The component relating to family allowances, if any, received will be recorded here for the two reference periods.

4.10.22 Item 7 Other Social Security Benefits relate to the benefits other than family allowance. Data may be collected on all such benefits and recorded for the two reference periods.

4.10.23 Item 8 Remittances Remittances and assistance could be from relations, friends and others within the country and from abroad. The data will be collected separately under "local" and "abroad" and recorded for the two reference periods. The assistance will include gifts and items received at concessional rate from all, other than the employer. Data on this will have been collected in worksheet 8A under sub-block (ii). The imputed value of concession will be added to the amount of remittance and cash gifts and cash assistance received during "last 30 days". Similarly for the last 365 days also the data on remittances/cash gifts/cash assistance and assistance in kind may be collected, aggregated and recorded here.

4.10.24 Item 9 Other Income A household may receive social assistance payments from Government agencies, fellowships or scholarships from non-profit institutions, and employees welfare benefits from enterprises. Besides, there may also be cases of periodic payments received regularly from inheritance and trust funds, alimony, etc. All these are to be classified as income from transfers and recorded under this item on "other income." Under this the amount received from paying guests, if any, for the boarding and lodging facilities given to them may also be included. The actual detail of receipts may be indicated under the heading "other income". If there are more than one item, necessary footnote may be given indicating the details of items and the value.

Block 11 Other Receipts during the last 30 days and 365 days ending on:

4.11.1 All receipts of the household, which are occasional (i.e.) not regular and recurrent, are treated as receipts other than income. These include ad hoc receipts such as large-scale transfer of funds as gifts from other households, receipt from sale of household properties and durables (including livestock), withdrawals from savings, lottery prizes, loan obtained, loan repayments (principal) received, lump-sum inheritance, maturity payments (other than annuities) on life insurance policies, lump-sum compensations for injury, legal damages and other casualty claims received. The data on this will also be collected for the two reference periods "last 30 days" and "last 365 days" preceding the survey.

4.11.2 Item 1 Insurance relates to maturity payments on life insurance policies. This will not include annuities.

4.11.3 Item 2 Inheritance Value of properties inherited will be recorded. This should be lump-sum inheritances and not periodic payments from inheritance which will be recorded in Block 10(i), against item 9.

4.11.4 Item 3 Lotteries and games of chance Receipts from lotteries and games of chance will be recorded here.

4.11.5 Item 4 Sale of properties Value of money received from sale of both immovable and movable properties is to be recorded here. This will, thus include apart from land and buildings, movable properties like shares and securities also. The amount actually received (and not the sale price agreed to) in the reference period for the assets sold will be recorded.

4.11.6 Item 5 Sale of durables Value of money realised from sale of household durables will be recorded here. Illustrative examples of durables are given in Block 19 relating to "durables possessed". It may be noted that livestock will also be covered under this.

4.11.7 Item 6 Loan Loan will include all loans taken, whether from individuals or Banks or other institutions. Advances like cycle advance, pay advance, festival advance etc, if received during the reference period, will be treated as loan.

4.11.8 Item 7 Loan repayments refer to repayment of loan, whether part or full (and not interest), given by the household.

4.11.9 Item 8 Withdrawal from savings relates to withdrawal from savings at the beginning of the reference periods. Apart from withdrawals from cash in hand/Banks etc, there will be withdrawals from stocks held at the beginning of the reference period. These should also be valued at current market price and included here.

4.11.10 Item 9 Others (specify) All other receipts will be shown against here. This will include large scale transfers of funds as gifts, lump-sum compensation for injury, legal damages and other casualty claims received. Further the following will also come under the purview of this item.

- (i) retirement/retrenchment benefits including gratuity, Provident Fund etc.
- (ii) If credit purchases have been made during the reference period, while total value of acquisition will be shown as expenditure in the relevant Block, the credit availed of will be taken as receipt other than income and included against this item.
- (iii) In the case of goods acquired on hire purchase basis, the difference between cash price and down payments will be taken as receipt other than income.

- (iv) Some persons may form a group and contribute some money every month regularly to a common pool through the operation of "Saving Club" or "Box" system, so that the total amount may be paid every month to one of the members of the group according to his turn. The actual amount received will be taken into account for the item while the monthly contribution will be shown under the Block 14 on "Disbursements other than expenditure".

If many items come under this head, the same may be separated in the worksheet, totalled and the total transcribed here. If only one or two items occur, these may be specified, together with the value of receipts in the schedule itself.

Block 12 Consumption Expenditure

4.12.1 This is the most important block of the schedule and provides for detailed collection of data on household consumption of goods and services during the reference period of 30 days preceding the date of survey, supplemented by quarterly or annual data, where necessary.

4.12.2 Household consumption expenditure includes all monetary expenditure by the household and individual members on goods and services intended for consumption and value of goods and services received as income in kind and consumed by the household or the individual members of the household. Thus the value of the item produced by the household and utilized for its consumption, net rental value of owner-occupied housing and gross rental value of free housing occupied by the household are also included. All payments made by the household in connection with supply of goods and services (including taxes) and in connection with use for consumption of goods and services such as for education, health and legal services, television and radio license fees are included. Driving permit fees, motor car registration fees, and similar charges, as also subscription or membership dues to trade unions, political associations, fraternal organizations and social clubs are treated as non-consumption expenditure, but included in consumption expenditure for certain purposes. In this survey these are being provided for in Block 13 on non-consumption expenditure. Direct taxes, superannuation and other social security contributions, life insurance premium, savings, bank deposits, contributions to saving clubs or building societies, repayment of loan, cash transfers to and disbursements on behalf of person outside the household will be excluded from the scope of household consumption expenditure. Disbursements in the nature of investment, gambling losses, cash grants and donations (except small recurring contributions to churches, and charitable institutions) are also excluded from the purview of household consumption expenditure.

4.12.3 Consumption expenditure can be measured in terms of acquisition, use or payments. "Acquisition" implies the total value of all goods and services delivered during the reference period, whether the full payment for the goods and services was made during that period or not, and whether they were used during that period or not. "use" implies the total value of all goods and services actually consumed during the reference period irrespective of whether they were acquired during that period or not and whether the full payment therefor was made during that period or not.

"Payment" implies the total payments made for goods and services during the reference period irrespective of whether the goods and services paid for were fully delivered during that period or not, and whether they were used during that period or not.

4.12.4 In the collection of data, all the three approaches are to be used, depending upon the classification of goods into durables, semi-durables and non-durables and other considerations. The classification of the goods and services, used for the international system of National Account (SNA) (United Nations, 1968) is given as Annex I. This is designed to separate goods from services and to draw distinction between durable, semi-durable and non-durable goods. Semi-durable goods differ from durable goods in that their expected life, though generally one year or more as in the case of durable goods, is often significantly shorter and their purchase value is substantially less.

4.12.5 The SNA definition of final consumption expenditure adopts the "acquisition" approach, so far as purchases are concerned. It includes, however, the gross output of industries for use in the household of the owner such as, for example, agricultural products, gross rent of owner occupied dwellings, and payments in kind received as wages and salaries. In these cases, what is counted as consumption expenditure is based on the "use", that is the total value of goods actually consumed during the reference period.

4.12.6 In developing countries the rural population depends largely on its own food for consumption. However, the food produced is not consumed, as and when it is produced but stocked for long periods and withdrawn from the stocks for consumption, as and when required. Acquisition and use (or consumption) are, therefore, vastly different phenomena in such cases. There could also be cases where the household may buy foodgrains in bulk when the prices are low and stock it for use in future. Having regard to all these factors, it is proposed to collect the data in respect of food items adopting the "use" (or actual consumption) approach.

4.12.7 In the case of semi-durable and durable goods, acquisitions are mostly by purchase and the payments approach can be adopted, by and large. But the two cannot be equated, if credit purchase is involved. It is, therefore, preferable to adopt the acquisition approach and record the total value of acquisition as expenditure and the credit availed of as a receipt other than income. There may be cases where advance payments are made for acquisition of goods in short supply, (e.g.) motor vehicles, generator. Here the advance payment should be treated as disbursement other than expenditure, pending receipt of goods. When the goods are actually acquired, their value is entered as consumption expenditure and a corresponding entry made on the receipts side as receipt other than income.

4.12.8 If durable goods are acquired on a hire-purchase basis during the reference period, the record of expenditure on purchases of such goods has to show details of cash price, the amount of down-payment made during the period, the number of instalments specified in the hire-purchase agreement and the amount payable in instalments; the cash price should be shown as the expenditure and the difference between the cash price and the down payment as a receipt other than income. If during the reference period an instalment payment has been made, it should be shown as a disbursement other than expenditure if it is a part of the price, and as interest paid if it is paid as such.

4.12.9 In the case of transport and communication, medical and health services, educational recreational and entertainment services, personal services etc. which are enjoyed from time to time, acquisition, use and payment usually coincide.

4.12.10 In the case of housing, current supplies such as water and electricity are continuously acquired and used, but payments are made periodically. If the periodicity of the payment is monthly or less, the payment approach can well be adopted. If not an alternative approach is called for. If the quantities of supplies consumed during the reference period are known, they can be valued at the current price and related overhead charges can be added. If the quantities are not known, the expenditure involved in the last payment and the period it covered may be ascertained as a basis for estimating the corresponding expenditure for the standard reference period.

4.12.11 The last payment approach can also be adopted for certain expenditures such as school fees which may be incurred at intervals longer than the standard reference period although the services are acquired continuously.

4.12.12 Thus data on consumption expenditure will be collected by different approaches depending upon the nature of goods and services consumed, as follows:

- (a) Acquisition and/or use (i.e.) consumption approach for food and other non-durables.
- (b) Acquisition approach for semi-durables and durables
- (c) Payments approach for housing, transport and communication, medical and health services, educational, recreation and entertainment services, personal services etc. in specific cases such as electricity and water charges and school fees, in which payments are made at intervals longer than a month, expenditure estimates may be derived from data on last payments and the periods covered.

4.12.13 Transactions in kind involving the receipt and disposal of goods and services constitute an important element of the household budgets and need to be entered appropriately on the receipts side as well as on the disbursements side of the household budget for balancing purposes. These transactions include:

- (a) goods and services received as income;
- (b) consumption of home production
- (c) consumption from business stocks;
- (d) owner-occupied housing;
- (e) exchange of gifts.

Goods and services received in kind are to be recorded not only as incomes but also as consumption to the extent they are consumed. Items other than food are treated as consumed as soon as they are received and hence entered as consumption expenditure. In the case of food items, however, if the receipts happen to be large and not totally consumed within the reference period, there may be a case for showing the remainder as additions to stock (or savings) under disbursements. To the extent home production is consumed within the reference period, it is to be treated as consumption expenditure, and the corresponding value entered on the receipts side as withdrawal from stocks (savings). The rental value of owner-occupied housing appears both as income and consumption expenditure. Exchange of gifts in kind is in principle, to be treated in the same way as gifts in cash -- as transfers -- incomes for the recipient and as non-consumption expenditure for the giver.

Insofar they are in the nature of consumer goods meant for consumption they are also added to the consumption expenditure of the recipient household.

4.12.14 Valuation of Goods and services received as income

A household may receive as its income goods and services

- (i) in payment for wages and salaries, rent, interest or dividend (share of profit)
- (ii) in exchange of goods and services of household enterprise (barter)
- (iii) as the outcome of free collection activities.

Regarding (i), the valuation may be done using the local retail market price.

In respect of (ii) also, the valuation may be done using the retail price. If, for instance, a household barter a pound of rice from its own produce for 4 pounds of potatoes from some other household, the potato should be valued at local retail price and shown as an expenditure on potato. Rice, as a source of income from self-employment should be shown on the income side and the quantity exchanged recorded under disposal of output, in Block 9.1.

In respect of (iii), it may be noted it may be the business of the household to collect goods freely (like firewood from forest) and sell them. The other possibility is that the household collects such goods for its own consumption. In the case of the former, if the household collects such goods and uses part of its collection for its own consumption, the value of the goods can be imputed in terms of the price which the household would have charged had it sold those goods. However, if it is not the business of the household to sell freely collected goods, the imputation would have to be made at the retail price of that good prevailing in the local market. In practice, the two should be the same, if the sale foregone is also retail.

4.12.15 Valuation of Consumption of home production

The different types of household productions are:

- (i) subsistence production of primary products, that is characteristic products of agriculture, fishing, forestry, mining and quarrying; the production of all primary products is thus included in gross output whether it is for own consumption, barter or sale;
- (ii) the output of other commodities produced for the market but consumed by the household, and
- (iii) processing of primary commodities by the producers of these items in order to make such goods as butter,

cheese, flour, oil, wine etc. for their own consumption.

All production under the above three categories, to the extent it is consumed by the household, has to be valued at producers' prices, and if these cannot be ascertained, at the prices prevailing in the local market (preferably wholesale) have to be used. It follows that in certain cases such as flowers for which there may be no market value, or which are available for free collection, no such valuation need be attempted.

4.12.16 The form in which the household consumes may not be the same as the form in which the item has been produced. For example, the household farm produces paddy (unhusked rice) but the household does not consume it in that form and has to dehusk paddy, convert it into rice before it is consumed. When these items are purchased, they may or may not be in the form in which the items are originally produced. Rice is generally purchased as rice and not in the form of paddy. There may be cases where the forms of purchase and consumption may often be different from the forms of production. However, in conformity with the approach suggested for consumption expenditure on food consumed from own production, the items of consumption may be recorded in the form in which they are generally used not for consumption (i.e. the form in which they enter the cooking process or are consumed without cooking).

4.12.17 In determining the value of consumption at producer's price, the form in which the product is consumed is again critical. The household which usually sells its product in its primary form and not in its processed form, would not be able to report the producer's price for the processed form. The valuation would, therefore, have to be done at the local market price of the processed form if at all it is sold in the local market in that form, or else fall back on its producer's price in its primary form.

4.12.18 There could be problems in showing even the quantity of consumption in processed form as in the case of milk for instance. In some countries, milk is processed within the household to prepare milk products such as curd, yoghurt, butter and buttermilk to be distinguished from products of which milk forms a constituent. The household may be able to report the quantity of milk produced and the quantity used to further processing but not the quantities of the milk products thus produced and consumed. If market prices are available for each of the milk products, it would be desirable to record the quantities of each milk product consumed and value them at the corresponding market prices. If not the entire consumption may be recorded as milk and valued as such, thus ignoring the value added in processing. Thus in the above example, processing of milk is required to be valued only if milk is produced by the same household. If the milk is purchased and processed, the value added by processing is not to be taken into account.

Valuation of Consumption of Business Stock

4.12.19 In addition to consumption out of home-grown stock account is also taken of the value of goods purchased for resale but consumed by the household as it happens usually in the case of households engaged in trade. The valuation in this case is done at the prices at which the goods have been purchased for resale plus the transport and other charges involved. In practice, however, it would be difficult to obtain the transport and other charge for the amount of goods which the household has consumed. A practical course, therefore, appears to be to use the purchase prices as such at the prices which the trader would have charged for the sale of the goods.

Valuation of Owner-occupied Housing

4.12.20 As already indicated in paragraph 4.10.7, the rent may be estimated by taking the rent of a similar dwelling in the neighbourhood as the value of gross rent of owner-occupied dwelling and deduct the elements of maintenance and repair cost etc. to arrive at the net rent.

4.12.21 Block 12 is sub-divided into 9 sub-blocks as below, each corresponding to one major group of goods and services, with break-up into sub-groups and items.

1. Cash purchase and consumption of food, beverages and tobacco during last 30 days.
2. Expenditure on clothing during last 30 days and 90 days.
3. Expenditure on footwear during last 30 days and 90 days.
4. Expenditure on housing, fuel and power during last 30 days and 90 days (for certain items).
5. Expenditure on furniture, furnishings, equipment and operation during last 30 days and 90/365 days (for certain items).
6. Expenditure on transport and communication during last 30 days and 90 days/365 days (for certain items).
7. Expenditure on medical care and health services during last 30 days and 90/365 days (for certain items).

8. Expenditure on education, recreation, entertainment and cultural services during last 30 days and 90 days/365 days (for certain items).

9. Expenditure on miscellaneous goods and services during last 30 days, 90 days/365 days (for certain items).

Block 12.1 Cash purchases and consumption of food, beverages and tobacco during the last 30 days:

4.12.22 In this sub-block information on the purchases, consumption out of home-grown stock and total consumption of each item of food, beverages and tobacco by the household during the last 30 days prior to the date of survey will be collected. Purchases and consumption of items by members of the household during their days of absence from the usual residence should also be taken into account, as far as possible, while making entries against items of this Block.

4.12.23 Column 1 and 2 Item code and description of items

As indicated in paragraph 4.0.4. a five digit code system for identification of each item of consumption of goods and services has been developed and is to be used. A copy of the booklet entitled "classification and item codes of household goods and services" giving complete list of items and their corresponding five-digit item code has been supplied to the enumerator. The names of items which are generally consumed more frequently are printed in column (2) in the appropriate places of each sub-block with their respective code numbers. Thereafter a few lines have been provided for other items occurring in the list which may have been consumed by the household followed by a few more lines under the caption "others (specify)". All probable additional items, under each sub-group, have been listed alphabetically for ease of references in the booklet. References may be made to the item consumed and items code identified. Thereafter the item codes and description of item may be recorded in columns 1 and 2, for all additional items consumed by the household. If any item is not found in the booklet, the same may be written in the lines below "others (specify)" under column (2), leaving column (1) blank. For each sub-group provision has been made for sub-total. This will be filled after exhausting all items consumed under that sub-group.

Column (3) Standard unit For items listed in the schedule, the standard unit has already been printed. For additional items, the standard unit may be copied from the booklet on item codes. For items coming under "others (specify)". the unit "pound" may be indicated for solids and "pints" for liquids under this column.

Column 4 Local unit Local unit may be indicated in this column for all items including items coming under "others (specify)".

4.12.24 Column 5 Conversion factor is the factor to be used to convert local unit into standard unit. For example, if banana is sold locally in terms of a "bunch", and the standard unit is pounds; if the bunch weighs 8 pounds, then 8.00 is the conversion factor. Conversion factor may be given correct to two decimal places. For item coming under "others (specify)", the conversion factor of the local unit into pound in the case of solid goods and pint in the case of liquids may be indicated in this column.

4.12.25 Column (6) and column (7) Cash Purchase

Column (6) is for recording quantity (in local unit) and its purchase value (including sale tax, consumption tax and such taxes, if any paid) in column (7). In case of credit purchase, if any, of the items in this Block, during the reference period, the entire quantity purchased and the total value of the corresponding quantity should be entered, irrespective of whether a part payment is made during the reference period or not. Credit availed of will be treated as receipt other than income and shown in Block 11. Payments, if any, during the reference period corresponding to some credit-purchase made earlier will be recorded in Block 14.

4.12.26 Column (8) and Column (9) Home grown or produced stock consumed consumption of any of the items, in the sub-block made out of home-grown or home-produced stock (i.e.) out of goods produced by the household in its farm or manufacturing establishments, during the last 30 days will be recorded here. The quantity of an item consumed out of home grown/produced stock will be recorded in column (8) and its value in column (9). The value will be imputed at producers price. Home-produced agricultural produce include any produce obtained from cultivation by household or obtained in the form of rent - share of land leased out. Produce brought from village home and consumed in urban residences will also be treated as home-grown stock. The transport charge for carrying the commodity to the place of residence for consumption should not be added to the producers price but recorded under the appropriate item of transport charges in Block 12.6.

Column (10) and Column (11) Total consumption

4.12.27 These columns relate to the total consumption of the household during the reference period of last 30 days. Column (10) relates to the quantity of total consumption and column (11) to the corresponding value. The "total consumption" include all consumption indicated in columns (8) and (9) as well as consumption out of monetary and non-monetary purchase (barter) and goods received as gifts, loan etc. Consumption out of purchase is not necessarily equal to the total purchase in the current period as recorded in columns, (6) and (7). The total consumption should be strictly restricted to the domestic consumption of the household. While recording consumption, care should be taken to include consumption on ceremonies and other such occasions. The expenditure incurred on account of pet animals will be excluded. These will be recorded in sub-block 12.8 at the appropriate places.

Similarly consumption by the livestock belonging to the household will not be included in the household consumption. Accounting should, however, be made of the livestock products like milk, meat, egg etc. obtained from such livestock and consumed by the household. While making entries on the household consumption, transfer payment in kind like loans, advances, charities, gifts and other payments in kind, if any will be excluded. But consumption from transfer receipt will be included. One point regarding transfer payment in kind needs emphasis. If the household made any transfer payment in terms of commodities like rice, the quantity of commodity so paid should not be shown under domestic consumption of the payer household. The portion out of that receipt, consumed by the recipient household during the reference period will be shown against the consumption of the recipient household. But, if the transfer payment is made in terms of cooked meals, then that will be shown as consumption of the payer household. If the meals were prepared by the household, then the consumption will be shown under the respective items used for preparing the meals and if ready meals were purchased by the household and transferred, then the number of meals served and the value of those will be recorded under "prepared meals and refreshment" (Block 12.1.12) against the payer household. For such meals nothing is to be recorded against the recipient household.

4.12.28 Thus total consumption of the household will comprise consumption made out of:

- (i) commodities purchased in cash
- (ii) home-grown/home-produced stock
- (iii) business stock

- (iv) received in kind as income including those received in exchange of goods and services (barter)
- (v) transfer receipts such as gifts, loans, charities, advances etc., in kind.
- (vi) free collection.

In many cases only component (i) and (ii) above may be applicable. Accordingly provision has been made for these two components and total consumption in the schedule. In all cases of items where the consumption is out of purchase and home grown/produced stock only, columns (10) and (11) may be filled by adding the corresponding quantity and value of consumption out of purchase to the entries in columns (8) and (9) (relating to consumption of home grown/produced stock). In the case of all other items detailed calculations are involved to work out the total consumption. To facilitate this a worksheet No. 12.1A has been developed and this may be used for all such items.

4.12.29 The Worksheet 12.1A has 9 columns.

Columns (1) and (2) on item code and description of item are self-explanatory.

Column (3) is for recording the source of consumption in terms of codes. The code for each of the six sources is already printed at the top of the worksheet. They are:

cash purchase	1
home-grown/home produced	2
business stock	3
received in kind as income (including barter)	4
transfer receipts (gifts, loan, charities, advances etc.)	5
free collection	6

Columns (4); (5) & (6) provide for the standard unit, local unit and conversion factor. The instruction for filling up similar columns have been given under Block 12.1. The same will hold good here.

Column (7) is for recording the quantity of consumption.

Column (8) is for recording the price per local unit. The prices to be used for valuation for various sources of consumption have been explained in paragraph 4.12.14 to 4.12.20. Accordingly, the prices may be indicated. Price may be recorded in GS up to 2 decimal places.

Column (9) is for recording the value of consumption. This will be arrived at by multiplying entries in columns (7) and (8) and recorded in column (9).

After making entries for all sources occurring in column (3), the total quantity and value may be worked out. Thereafter, the entries in columns (1), (2), (4), (5), (6), (7) and (9) will be transferred to the main Block 12.1 under columns (1), (2), (3), (4), (5), (10) and (11). The entries in columns (8) and (9) will be made by transferring entries against the corresponding source code 2 in column (3) of the worksheet.

Explanatory notes on items of sub-block 12.1

4.12.30 Paddy There may be cases where paddy is purchased against cash payments and consumed as rice after husking. In such cases, the quantity and value of paddy will be recorded in columns (6) and (7) under "paddy". The quantity and value of paddy consumed after husking has to be included under rice in col. (10) and (11) respectively and not under "paddy". This may be true of some other items also and a similar procedure may be adopted. Thus entries for purchase and consumption will be made against appropriate items (i.e.) if the form of purchase is different from form of consumption, then entries will be made against two different items and hence, there may be some items against which purchase is recorded but no consumption is shown or vice versa. In the case of home-grown/produced items, entries will be made against the item in which form it was consumed and not against the one form which the item consumed was produced.

4.12.31 If mixed cereal flour is purchased and consumed and if the proportion of different constituents of the mixture is not known and/or might be difficult to obtain, the quantity and value of it will be recorded against the major constituent of the mixed flour.

Pulses and pulse products

4.12.32 Minor group 1.02 relates to pulses and pulse products. Provision has been made for the major pulses generally consumed.

Meat, fish and eggs

4.12.33 Minor group 1.03 relates to meat, fish and eggs. Sub-total has been provided for the sub-group items as a whole and not separately for meat, fish or egg.

Milk and milk products

4.12.34 Minor group 1.04 relates to milk and milk products

4.12.35 Milk and milk products These items relate to milk, baby food and product of milk obtained on transforming milk by heating, churning milk or adding chemicals like acid drops or fermenting agent in the form of 'ghee', 'butter', 'curd', 'channa', 'butter milk' etc. Sweetmeats prepared at home out of milk purchased or home produced will not be treated as milk products and hence will not be accounted against those items. In case a household prepares these sweetmeats from milk, then its consumption will be recorded against milk and other constituent items of the preparations will be entered in their respective locations. Similarly, when milk products like ghee, butter, curd etc. are obtained from milk by the household and is consumed, it will be recorded against milk and not against the particular milk product. For example, a household has consumed 30 pints of milk, out of which 15 pints was converted into curd and consumed. In this case 30 pints of milk will be shown against milk only. But if the milk product is purchased from the market and consumed by the household, the quantity and its corresponding value will be recorded against the particular milk product under columns (6) and (7) as well as under columns (10) and (11).

4.12.36 Item 10401 Fresh milk will mean milk as directly obtained from cow, buffalo, goat or any other livestock. Milk sold in bottles or polypack without being pasteurised will also be covered under this. Milk transformed into curd, ghee etc. only for the purpose of consumption and actually consumed during the reference period will also be included here.

10402 Pasteurised milk Readily drinkable flavoured and bottled milk are pasteurised and will be covered under this.

10410 Baby food This relates to such baby food of which the principal component is milk (e.g.) Lactogen etc. Other foods meant for babies like Cerex will not be accounted here. Such items will come under the respective minor group like cereal and cereal products.

Oils and fats (other than butter)

4.12.37 Minor group 1.05 relates to oils and fats, other than butter which has been considered under minor-group 1.05.

4.12.38 Oils (or oilseeds) used in food preparation will be considered as edible oil such as coconut oil, soyabean oil etc. Such oil as coconut oil used for toilet purpose will not be accounted under this sub-group, but under "goods for personal care".

Condiments and spices

4.12.39 Minor group 1.06 relates to condiments and spices. There are a large variety of spices which are generally used for food preparation. Of these, items like black pepper, red pepper are more commonly used. But on many a occasion purchases are made of "mixed spices" and it may be difficult to collect information on expenditure and consumption of individual item in such case. Hence "mixed spices" has been provided as an item. It is true of other items like "mixed condiments" also.

Vegetable and vegetable products

4.12.40 Minor group 1.07 relates to vegetable and vegetable products. Under this minor group, potatoes, yams, cassava and such tubers have been kept together and distinct from other vegetables and vegetable products. This may be kept in mind while entering additional items; the same may be done at the appropriate places (i.e.) either under tubers group or the other group of vegetables.

Fruits and fruit products

Minor group 1.08 relates to fruit and fruit products.

Sugar, honey and related products

Minor group 1.09 is meant for sugar, honey and related products.

Alcoholic Beverages and Intoxicants

Minor group 1.10 provides for the item coming under alcoholic beverages and intoxicants.

Non-alcoholic beverages

Minor group 1.11 is meant for non-alcoholic beverages like coffee, tea and soft drinks.

Prepared meals and refreshment

Minor group 1.12 is meant for prepared meals and refreshments.

Prepared meals: 'Prepared meals' may be:

- (i) purchased from market i.e., from hotel, restaurant, canteen etc.
- (ii) by paying lump sum to an agency providing catering services for serving meals to guests attending a ceremony performed by the household.
- (iii) received as perquisites from employer's household.

or (iv) received as gift or charity.

As a general principle, for prepared meals, both purchase and consumption will be taken account of in the purchaser household. Thus, in case of (i) entry will be made against the columns on purchase and also on consumption for the household reporting purchase of prepared meals which might have been consumed by household members, employees, guest and other persons. There are factories and offices which have their own canteen providing meals to the employees. Consumption of meals by the employees of those institutions will be recorded here as well as in Block 7. Regarding (ii) entries will be recorded here as well as accounted for in Block 4. Regarding (iii) entries will be made here as well as appropriately accounted for in Blocks 7 and 8. Regarding (iv) this will be recorded here and also appropriately accounted on the receipts side in Block 10(ii), item 8. Sometimes a catering agency is engaged to provide meals only, for which the agency is paid on per plate basis. Some other items like sweets, ice-cream, beverages etc., are purchased separately and served to the guests. The purchase and consumption of those 'other items' will be shown against the respective items and those should be excluded from the item 'prepared meals'.

Food consumed outside home

4.12.41 Food consumed outside home may be of different categories: (i) food consumed in hotels, restaurants, cafes, etc. (ii) food consumed in packaged tours, (iii) food consumed in travel as part of transport services, (iv) food consumed at workplaces, (v) food purchased from shops, snackbars etc. and consumed on the spot, (vi) food consumed at other homes. Categories (i) and (ii) are to be covered in the Miscellaneous major group under expenditure on hotels, restaurants etc. and packaged tours. Category (iii) is covered under Transport and Communication. They need not, therefore, be covered under Food, Beverages and Tobacco. Categories (iv) and (v) are to be covered under minor group 1.12 under Food, Beverages and Tobacco. If the food consumed at the workplace is free of cost, provided by the employer, its value should also be shown as income in kind. Category (vi) is not to be covered as it is taken as expenditure of the host household.

Tobacco and tobacco products

4.12.42 Minor group 1.13 is for Tobacco and Tobacco Products.

Sub-Block 12.2 Expenditure on clothing during the last 30 days and 90 days ending

4.12.43 For items other than food, beverages and tobacco, it is not proposed to collect data on physical quantities, as there is no general need for it unlike in the case of food items where quantity data are essential to undertake studies on food consumption etc. Accordingly it is proposed to collect data on expenditure on purchases and the value of goods and services in kind, the latter including consumption from home production withdrawal from business stocks, income received in kind (including in exchange of goods and services (i.e.), barter, gifts etc. received in kind and free collection. For items other than food, beverages and tobacco, receipts in kind may not, in most cases, be frequent or significant, except possibly, to some extent in clothing, footwear and fuel. It is, therefore, proposed not to provide for data on receipts in kind in a detailed way in the main schedule. The data may be collected under two heads (a) purchases (b) receipts in kind. As indicated earlier in paragraph 4.0.3 depending on the type of goods (durable, semi-durable etc.) and other considerations like frequency of payment, data will need to be collected for a longer reference period than 30 days, viz 90 days or 365 days as the case may be. Accordingly for clothing (semi-durable item) supplementary data for the last 90 days are also required to be collected.

4.12.44 On the above lines, Block 12.2 has been designed for expenditure on clothing. As the items are semi-durables, provision has been made for dual reference period of last 30 days and 90 days before the date of survey.

4.12.45 To facilitate compilation of data for Block 12.2 a worksheet 12.2A has been developed.

4.12.46 Provision has been made separately for ready-made clothes and clothing materials, for easy collection of data. Column-wise instruction follow.

4.12.47 Columns (1) & (2) are for recording item code and description of item. The general guidelines on items printed, provision for additional items etc. already indicated for items under "Food, Beverages and Tobacco" apply here also.

4.12.48 Column (3) Type Code In this column, the type code will be recorded for the item recorded in column (2). A type code will specify the material (e.g.) cotton, woollen etc, with which the item of clothing has been made. The type codes are:

Cotton	1
Woollen	2
Silk	3
Artificial Silk,	4
Rayon	5
Synthetic Textile	6
Drill (denim or khaki)	7
Others (specify)	9

The codes are also printed in the schedule. It should be noted that if an item of clothing of different "types" are purchased and/or received in kind, it will be necessary to fill in one line for each item X type combination.

Code (4) Category code The category codes are:

Mens'	1
Womens'	2
Childrens'	3
Miscellaneous	4

The appropriate category code will be recorded in Column (4) depending on whether the clothe is meant for men, women, children or miscellaneous. "Miscellaneous" will include any wear which is common for all and not for any particular category.

Column (5) relates to cash purchase made during the last 30 days. As in the case of previous sub-block cash purchase will also include purchase made on credit (and be paid in cash) and the procedure of making entries here and on "receipts" side is same.

It should be noted here that cash payments made by cash during the reference period, on purchases made prior to the reference period will not be considered. Care should also be taken to exclude purchases made on account of household productive enterprises.

Column (6) refers to receipts in kind. The receipts in kind will come out of :

- (i) home-produced stock
- (ii) business stock
- (iii) receipt in kind as income including those received in exchange of goods and services (i.e.) barter
- (iv) transfer receipts such as gifts, loans, charities, advances etc. in kind
- (v) free collection

[illegible]

needs a clarification. By "receipt", what is implied is putting the item to domestic use or consumption. Consumption of clothing is defined as an item of clothing being brought in maiden or first use. Out of home produced stock or business stock, those which were consumed, that is, brought into first use during the reference period will only be taken into account for working out the value of receipts out of home-produced or business stocks. For example, if a household weaves two pieces of cloth and puts into use only one piece in the reference period keeping the other for future disposal, the value of one piece only will be considered for recording receipts out of home-produced stock.

4.12.50 As indicated in paragraph 4.10.45 worksheet 12.2A may be used, to note the purchases and receipts under various sources. The guidelines for filling worksheet 12.1A will apply except that instead of "consumption out of", "receipts out of" different sources will be recorded and totalled appropriately; (in the case of home-produced stocks or business stock consumption by maiden use will be taken as receipt). The method of valuation of the "receipt" from different sources will be exactly similar to those indicated for those indicated for filling worksheet 12.1A in respect of food, beverages and tobacco group of items.

4.12.51 When any garment is, stitched at home by the household member, its value will be equal to the value of cloth only. No labour charges for stitching the cloth need be accounted for; unless the sample household is running a tailor shop. In case the household has such a shop and a garment is stitched there, while the value of the cloth will be recorded under "clothing materials", tailoring charges will go under "tailoring and mending charge", vide minor block 2.03, under Sub-Block 12.2.

Column (7) is the total of col. (5) and col. (6). The figure will be in Guyana dollars (whole number without decimals).

Column (8) to Column (10) are similar to columns (5) to (7) excepting that the reference period is for 90 days preceding the date of survey instead of 30 days. All other instructions apply, as in the case of column (5) to column (7).

Sub-Block 12.3 Expenditure on footwear during last 30 days and 90 days preceding the date of survey.

4.12.52 The lay-out of this Sub-block is same as that of Sub-Block 12.2, except that the column heading of col. (4) is "variety code" instead of "category code". The instruction for Sub-Block 12.2 equally apply here. Worksheet 12.3A may be used instead of worksheet 12.2A. The type codes and variety codes to be used are printed in the schedule.

Sub-Block 12.4 Housing, fuel and power

4.12.53 This is divided into two minor blocks on "Housing" (4.01) and "Fuel and Power" (4.02) respectively.

Housing Under housing provision has been made for 8 items. It may be noted there are two detailed blocks on housing viz Blocks 16 and 17, besides Blocks 8 and 10 (and worksheet 8A) to impute the value of rent-free or concessional accommodation and owner-occupied housing. Information to be collected and entered here should be in conformity with those collected for Blocks 8, 10, 16 and 17. This may, therefore, be filled after filling Blocks 16 and 17.

4.12.54 The house occupied by the household may be from private landlord, self-owned (i.e. owner occupied) or provided by employer or provided by others (say relatives, friends). The house occupied may be concessional/free or without any concession.

(i) For houses from private landlords the house rent actually paid has to be recorded. Sometimes rent paid for a house taken in the past is found to be cheap as compared to the current market price. Even then the actual rent paid should be recorded against item 40101. The rent should include the rent for garage, if separately paid. If the rent includes electricity charges, these should be separated and shown in under minor-group 4.02.

(ii) For self-owned (i.e.) owner-occupied house, the imputed value of the house rent has to be recorded. The imputation has to be done at the prevailing market rent in the locality for similar house with similar facilities as already indicated in paragraph 4.10.7 and recorded against 40103.

(iii) For houses provided free or at concessional rate provided by the employers or others, the value of gross rent has to be imputed as in (ii) above and recorded against item 40102. This will also be appropriately accounted for in Block 8 under "value of benefits" received in kind or Block 10, item 8 on remittances and assistance, as the case may be.

(iv) For houses provided at non-concessional rates, by employers, the house rent actually paid has to be recorded against item 40101.

(v) In the case of house which has been forcibly occupied by a household without payments of rent, the gross rent will be imputed and recorded against item 40103. This should also be considered as gifts from others and entered against item 8(i) of Block 10.

4.12.55 Rent for residential land (item 40104)

Generally a house is rented in on a monthly rent, and in such cases no bifurcation into "land rent" and "building rent" is called for. Entries here are expected when land is taken on rent or rent for land under building is paid. In the case of owner-occupied housing, when the owner pays the ground rent as well as property tax, entries under 40103 and 40104 should be mutually exclusive and add up to the current market rent of the house.

4.12.56 Rent for lodging in hotel/boarding house (item 40105)

The rent paid for lodging in boarding houses will be recorded here. There are persons/families staying in hotels on a regular basis (i.e.) not on visits. Rent paid by them will be covered here. Those staying in hotels during tours and visits will be covered in Block 12.9 under "Expenditure in restaurant, cafes and hotels".

4.12.57 Repairs and maintenance (item 40106)

Expenditure on house repair and upkeep, if incurred by the household, whether owner-occupied or taken on rent, will be recorded here. In the latter case, the expenditure should not have been incurred on behalf of the landlord (i.e.) deductible from him. Repair and maintenance includes whitewashing, painting and other item of upkeep.

4.12.58 Water charges (item 40107)

Water charges paid by the household if not included in the rent are to be recorded here. Water bills come every month. Bill during the reference period will be recorded; otherwise the expenditure involved in the last payment and the period it covered may be ascertained and monthly charges estimated and recorded. If the billing is on quarterly basis, the monthly figure may be calculated by dividing the quarterly figure by 3 and recorded in columns 3 to 5 suitably.

4.12.59 Garbage disposal (item 40108)

Charges for removal of garbage, if any, paid during the reference period will be recorded, if the payment is for a month. If the period of payment is not a month, the last payment and the period it covered will be utilized to estimate the monthly charges.

Others (specify) If there are any other expenditure incurred in respect of housing during the last 30 days, the same will be

specified together with the expenditure incurred.

4.12.60 Fuel and power

Sub-group 4.02 refers to fuel and power. The various items have been listed. The following points may be kept in mind.

4.12.61 Electricity (item 40201)

As in the case of water charges, the payment made during the last 30 days may be recorded, if the bill is on a monthly basis. Otherwise the last payment and the period it covered may be ascertained and the monthly expenditure estimated and recorded. If the bills are received on a quarterly basis, the same instructions for water charges, vide for 4.12.58, may be followed.

4.12.62 Domestic gas (item 40203)

A fixed quantity of liquid petroleum gas is filled in a gas cylinder and supplied for domestic consumption. The quantity in pounds for the full cylinder is known (or to be ascertained, if in doubt). If the cylinder, for example, contains 100 pounds of gas (say) and usually the household consumes one full cylinder in Z days, then the value of gas consumed during the last 30 days will be $\frac{100 \times 30}{Z} \times \text{Price of one full cylinder}$. This will be

recorded against this item.

4.12.63 Firewood (item 40206) Here there may be besides, purchase, receipts in kind through free collection etc. In such cases the value has to be imputed at appropriate prices as in the case of food, clothing and footwear items and recorded (in column 6).

4.12.64 Apart from food, beverages and tobacco, clothing, footwear, housing, fuel and power, the other five major groups for which expenditure data are to be collected are:

- 12.5 Furniture, furnishing and household equipment and operations
- 12.6 Transport and communication
- 12.7 Medical care and health services
- 12.8 Education, recreation, entertainment and cultural services
- 12.9 Miscellaneous goods and services

In all these groups there are items of durables, semi-durables, and non-durables, besides services. For durables, it is necessary to collect data for a long reference period of 365 days and semi-durables for 90 days. For certain types of services for which periodicity of payment is not a month or infrequent, quarterly data are needed. Thus besides data for 30 days, supplementary data for 90 days (quarter) or 365 days (year) are required to be collected. The items (sub-groups) requiring collection of supplementary data and period for which data required are given below.

1. Furniture, furnishings, equipment and floor coverings (Group 12.5)

		Minor Item Group Code
Furniture, fixtures and floor coverings	last 365 days	5.01
Household textiles and other furnishings	last 90 days	5.02
Heating and cooking appliances, refrigerators, washing machines, air-conditioners etc.	last 365 days	5.03
Glassware, tableware and utensils	last 90 days	5.04

2. Transport and communication (Group 12.6)

2.1	Personal transport equipment	last 365 days	6.01
2.2	Operation of personal transport equipment		6.02
	Tyres, tubes, parts, accessories and repairs	last 90 days	(60201 & 60313)
2.3	Purchased Transport services		6.03
	Air and ocean transport	last 90 days	(60304 & 60313)
2.4	Communication		6.04
	Telephone charges	last 90 days	(60403)

3. Medical care and health services (group 12.7)

3.1	Therapeutic appliances and equipment	last 365 days	7.02
3.2	Medical, para-medical and		

dental services last 90 days 7.03

3.3 Hospital and related care last 90 days 7.04

4. Education, recreation, entertainment
and cultural services (Group 12.8)

4.1 Education last 90 days
or last payment 8.01

4.2 Equipment and accessories
for recreation and enter-
tainment last 365 days 8.03 to
8.06

5. Miscellaneous goods and services (Group 12.9)

Personal care, personal
effects and personal goods

5.1 Jewellery, watches, etc. last 365 days 9.03

5.2 Other personal goods last 90 days 9.04

5.3 Expenditure on hotels,
restaurants etc.

Hotels last 90 days 90502

5.4 Expenditure on package tours last 90 days 9.06

4.12.65 There may be cases where durable goods like table, bed etc. are constructed or assembled by purchasing raw materials (like wood in the case of table) and getting the items made. In such cases the value of the goods constructed will include value of raw materials, services and/or labour charges and any other charges. The total value of raw materials and services and labour charges will be taken as "purchased" and recorded in columns (5) or (8) or (11) as the case may be. The purchase value of a consumer durable constructed or repaired by an artisan for his/her domestic use will be the aggregate of the purchase value of the raw material components used and imputed value of his/her services for its construction/repairs. If necessary, the details of various components may be indicated in the worksheets.

Sub-Block 12.5 Furniture, furnishing, household equipment and operations

4.12.66 The following clarifications may please be noted while

filling up entries in this sub-block:

- (i) This major group includes "domestic services" (i.e.) remuneration paid (cash and kind) to domestic servants, cleaners, cooks, baby-sitters etc. Those of them who live with the household and take food with the household are taken as household members. The remuneration paid to such servants and shown as expenditure under this major group should also appear on the income side as income of the domestic servant.
- (ii) Hiring charges for consumer goods like furniture, electric fan, etc. and charges for decoration on ceremonial occasions will be entered against item 50605 on "hire of furniture, furnishings and household equipment".

Sub-Block 12.6 Transport and Communication

4.12.67 The following guidelines have to be kept in mind in filling up this sub-block:

- (i) In many cases, the goods and services are used for both household consumption as well as household enterprises. For example, in cases like professional practitioners and individual proprietors of business, the cost of acquiring an automobile and its running expenses may be treated either as household expenditure or as business expenditure depending on how it is used. In such cases, efforts should be made to sub-divide the cost on the basis of relative extent to which such facilities are utilized for household use and business use. Here one has to rely on the judgement of the informant on the relative proportion of utilization, based on distances travelled for each type of use. In case the information as distance is not available, duration of use (i.e.) number of days or number of hours used for each purpose, may be considered. Failing both "normal use" criterion may be adopted.
- (ii) Similarly, livestock animals like horses, bullocks, etc. and conveyances like horse cart, animal cart etc, when used exclusively for nonproductive purposes, should be considered in this sub-block and expenditure towards their purchase or repair etc. will be noted against the relevant items. If these animals and conveyances are used both for household enterprises and household consumption, the part ascribable to the latter only will be considered to record the value of purchase or the cost of raw materials required for repair etc.
- (iii) The expenditure incurred for journey performed under Leave Travel Concession etc, even if reimbursed, are to be included under "Purchased transport services".

- (iv) The insurance premia on insurance of personal transport equipment will go under "non-consumption expenditure" in Block 13.
- (v) Motor vehicles taxes, driving license fees, etc. will also come under "non-consumption expenditure".

Sub-Block 12.7 Medical care and health services

4.12.68 The following points need to be kept in mind while filling this sub-block:

- (i) Health insurance premia will not be accounted for here and will go under non-consumption expenses.
- (ii) Expenditure incurred in the purchase of medicines or medical services, should be taken into account, even if reimbursed by the employer. The amount reimbursed will also come as income under "value of benefits" in Block 8.

Sub-Group 12.8 Education, recreation, entertainment and cultural services

4.12.69 The following special situation need to be kept in mind while filling up this sub-block:

- (i) while going for cinema or sports events or other places of public amusements, some expenditure may be incurred on travelling and conveyance and also on refreshment. Such expenditure will be excluded from here and will be recorded under appropriate heads specifically meant for these items.
- (ii) occasional payments to the school fund made on account of charities provided for indigent students will not be included here, as these are regarded as transfer payments and will be recorded under "non-consumption" expenditure in Block 13.

Block 13 Non-consumption expenditure

4.13.1 Block 13 provides for various items of non-consumption expenditure. The data will be collected and recorded separately for the reference period of 30 days and 365 days prior to the date of survey.

Item 1 Direct taxes

4.13.2 ^{This} has two components viz Income Tax and other direct taxes which include Wealth Tax, Social Security Tax etc. It may be noted

that Motor Vehicles duties will come under this.

Item 2 Taxes, duties, fees and other compulsory charges

4.13.3 There are charges unrelated to the consumption of goods and services. All such payments in respect of services, the primary purpose of which is to serve as an instrument to Government Policy, which are compulsory but unavoidable in the only circumstances in which they are useful, are classified as current transfers and shown under non-consumption expenditure. Under this category will come passport fees, driving permits, licenses, airport duties, court fees etc.

Item 3

4.13.4 provides for Pension and Social Security contributions and assimilated insurance premia. Accordingly provision has been made for the following:

- (i) Pension contribution
- (ii) Provident Fund contribution
- (iii) Social Security contribution
- (iv) Life insurance premia
- (v) Health insurance premia
- (vi) Property insurance premia
- (vii) Other insurance premia

Item 4 Remittances, gifts and similar transfers

4.13.5 Remittances to dependents need not be always in cash. Sometimes things like cloth, bus tickets etc. are purchased for them. The money value of such things should be considered as remittances to dependents. Similarly in the case of gifts and similar transfers like charities etc, both cash and kind should be considered.

Item 5 Subscription, contribution

4.13.6 This will include subscription or membership due to trade unions, political association, fraternal organizations and social clubs, small donations to social organizations (like religious and welfare organizations).

Item 6 Interest on consumer debt

4.13.7 This will include interest on debts incurred by households in their capacities as consumers. This will not, therefore, include interest on loans used to finance household enterprises.

Block (14) Disbursements other than Expenditure

4.14.1 All disbursements other than those accounted for in Block

(12) and (13) are to be shown here. This is required for proper balancing of current receipts and disbursements. This will include large scale transfer of loans and gifts to other households, amounts invested or loaned, repayment of loans, payment made on credit purchases (covering the principal and not the interest), outlays for other financial transaction and addition to savings. The capital formation through household enterprises is not to come under this item.

Item 1 Addition to Bank Deposits and Savings

4.14.2 This will include additions to bank deposits, irrespective of the type of accounts (current, savings, fixed deposits, postal savings, etc.). Savings will include additions to cash in hand also. Contributions to "Box" or saving club will also be accounted for here.

Item 2 Amounts disbursed in repayment of loan

4.14.3 Here also this will cover the loan taken in the household as a consumer and not those used to finance household enterprise. Repayment of principal alone will be considered here.

Item 3 Amount given out as loan

4.14.4 This will include only loans advanced other than the advances to household enterprises. Amount invested in household enterprises will come under item 8.

Item 4 Amount invested in stocks, shares and debentures

4.14.5 This will include Government Securities, Corporate Shares, Bonds and Debentures.

Item 5 Payment on Credit Purchases

4.14.6 Total payments against credit purchases will be recorded here. Attention is not to be confined to purchases made during the reference period only.

Item 6 Instalment payment on hire-purchase

4.14.7 This will cover only the payments against principal and not the interest. The hire-purchase will be considered, irrespective of the period of acquisition/transaction.

Item 7 Amount invested in real estate

4.14.8 This will include investment in land, building, orchard, grove and plantation.

Item 8 Amount invested in cooperative or household enterprise

4.14.9 This will include all investment in cooperative and household enterprises.

Item 9 Deposit in building society

Item 10 Donation

4.14.10 Large scale donations, will be covered here: small donations to social organizations have been covered in Block 13.

Item 11 Jewellery

4.14.11 Precious stones, may be shown against item 11.5.

Item 12 Other Disbursements

4.14.12 Other disbursements like purchase of livestock may be shown here. Care has to be taken that no items already accounted for in Blocks 12 or 13 are repeated here.

Block (15) Indebtedness

4.15.1 This block deals with the indebtedness particulars of the household as on the date of survey. Indebtedness is the amount of loans outstanding on the date of survey including hereditary debt, short period loans etc. Loan will include borrowing in cash and/or kind, hire-purchases and credit purchases. Borrowings in kind will be evaluated at current retail market price. An advance payment received for forward delivery of goods should also be regarded as loan. In case of debts incurred on enterprises accounts and other purposes account only the households share of the debts should be considered.

4.15.2 Data will be collected separately for each loan. Against each loan the information on month and year of borrowing, amount borrowed, purpose, type and rate of interest, type of security, type of mortgages, type and amount of installments, source of loan, amount repaid last year and amounts outstanding as on date of survey will be collected. Each case of loans taken (i.e.) loan taken from the same source but for different purposes as also loan taken for the same purpose though from different sources should be treated separately.

4.15.3 Column (1) is for recording serial number of the loan outstanding. Provision has been made for seven loans..

4.15.4 Column (2) Month and Year of Borrowing

The month may be recorded in codes starting with January as 1 ending with December as 12. Month may be recorded in the first box and year in the second box.

4.15.5 Column (3) Amount borrowed may be recorded in Guyana dollars.

4.15.6 Column (4) Purpose of loan The purpose for which the loan was contracted by the household will be recorded here. If a particular loan is taken to meet more than one purpose, the purpose for which larger part of the loan is intended to be utilized will be considered for recording entries against this item. The codes are:

Capital expenditure in agriculture	= 1
Capital expenditure in non-agricultural activity	= 2
Current expenditure agriculture	= 3
Current expenditure in non-agricultural activity	= 4
Financial investment	= 5
Household expenditure	= 6
Repayment of debt	= 7
Others	= 9

4.15.7 Column (5) Type of Interest has to be recorded here. The codes are as follows:

Interest free	1	Compound	3
Simple	2	Concessional	4

4.15.8 Column (6) Rate of Interest may be recorded in percentage per annum correct to two decimal places.

4.15.9 Column (7) Type of security will be recorded here. The codes are:

Personal security	= 1
Surety or guarantee by 3rd party	= 2
1st charge on immovable property	= 3
Mortgage on immovable property	= 4
Gold, silver, jewellery or ornaments	= 5
Share of companies	= 6
Government security	= 7
Insurance policies	= 8
Agricultural commodities	= 9
Other security	= 10

4.15.10 Column (8) Type of mortgage

The codes to be used are as follows:

Simple	= 1
Use-fructuary	= 2
Conditional sales	= 3
Other types	= 9

Relevant codes will be recorded here.

4.15.11 Column (9) Type of Instalment

The type of instalment for repayment may be recorded in term of one the relevant codes below:

Weekly	= 1	Half-yearly	= 4
Monthly	= 2	Yearly	= 5
Quarterly	= 3	Others (specify)	= 9

4.15.12 Column (10) Amount of Instalment may be recorded in Guyana dollars.

4.15.13 Column (11) Sources of loan The information on sources of loan will be recorded in code. The appropriate codes are:

Government	= 1
Cooperative Society/bank	= 2
Commercial bank	= 3
Insurance company	= 4
Social, Security Fund	= 5
Landlord	= 6
Money-lender	= 7
Trader	= 8
Relatives and Friends	= 9
Others (specify)	= 10

4.15.14 Column (12) Amount repaid last year This may be recorded in Guyana dollars. By last year is meant last 365 days prior to date of survey.

4.15.15 Column (13) Amount outstanding The amount outstanding including interest on the date of survey will be recorded here in Guyana dollars.

Block (16) Housing

4.16.1 In this block, information is to be collected on the housing accommodation occupied by the sample household. Information sought to be collected is of the following three types:

- (i) physical characteristics of the building in which the housing unit is located
- (ii) particulars of the housing unit occupied by the household
- (iii) facilities enjoyed by the household

Sub-Blocks 16.1, 16.2 and 16.3 relate to the above three aspects respectively. The codes adopted for data in this Block, mostly conform to what was used during the 1991 census in Guyana.

4.16.2 Sub-block 16.1 relates to physical characteristics of the building in which the housing unit is located. Building is a free-standing structure comprising one or more rooms or other spaces covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundation to the roof. Dividing walls refer to the walls of adjoining buildings, i.e. dividing walls of a row of houses. These houses are practically independent of one another and likely to have been built at different times and owned by different persons.

Usually, buildings will have four external walls. But in some areas, the nature of building construction is such that it has no wall. Instead, it has a roof which almost touches the ground and it is provided with an entrance. Such structures and also structures standing only on pillars will also be treated as buildings for the purpose of this survey.

4.16.3 Item 1 Type of building This is to be recorded in relevant codes. The codes to be used are:

Residential	- 1
Residential cum factory	- 2
Residential cum office	- 3
Residential cum shop	- 4
Any combination of 2, 3 or 4	- 5
Others	- 9

Codes 1 to 5 are self-explanatory. For all other (i.e.) case of buildings with other type of institutions/establishments code 9 will be recorded.

4.16.4 Item 2 Year of construction the codes to be used are given below. The relevant code should be recorded against the item.

Before 1960	= 1
1960 - 1969	= 2
1970 - 1979	= 3
1980 - 1989	= 4
1990 or later	= 5
Not known	= 9

4.16.5 Item 3 Material used for walls The codes to be used are given below. The codes are self-explanatory. It may please be noted that adobe is unburnt sun-dried bricks or the clay from which such bricks are made.

Wood	= 1	Brick	= 5
Concrete	= 2	Adobe	= 6
Wood & concrete	= 3	Makeshift	= 7
Stone	= 4	Others (specify)	= 9

"Makeshift" includes any material not normally used for housing (e.g.) galvanize, cardboard etc. Some persons may use an old car/truck or live under a bridge to provide shelter. They will all be covered under "makeshift".

4.16.6 Item 4 Material used for roof the codes to be used for the material used for roofing are given below. The relevant code may be recorded.

Sheet metal (zinc, aluminum)	= 1
Shingle (asphalt)	= 2
Shingle (wood)	= 3
Shingle (other)	= 4
Tile	= 5
Concrete	= 6
Makeshift	= 7
Other (specify)	= 9

It may please be noted that -

- (i) shingle (others) include fibre-glass or any type other than zinc or aluminum/asphalt
- (ii) tiles could be concrete, clay or other tiles. This includes "Decramastic" and similar types of roofing tiles.
- (iii) concrete - usually referred to as concrete slab

- (iv) makeshift - as in the case of material used for walls, all unconventional material like cardboard, cars etc. will be included here.

Sub-Block 16.2 Housing Unit

4.16.7 The housing unit for the purpose of this survey will mean the accommodation being availed of by the household for residential purposes. It may be an entire building or a part thereof or consisting of more than one building. There may be cases of more than one household occupying a single building such as those living in independent flats or sharing a single housing unit. There may also be cases of one household occupying more than one building (e.g. detached structures for sitting, sleeping, cooking, bathing etc.) for its housing accommodation. It may be noted that, in general, a housing or dwelling unit will consist of living rooms, kitchen, store, bath, latrine, garage, open and closed verandah etc. By definition, therefore a structure or a portion thereof used exclusively for other than residential purposes or let out to other households will not form part of the dwelling unit of the sample household. However, a portion of a structure used both for residential and non-residential purposes will be treated as part of the dwelling unit except when use of such portion for residential purpose is very nominal.

4.16.8 Item 1 Ownership This relates to the legal and financial arrangements under which the household occupies its living quarters. The relevant codes to be used are as follows:

owned	-	1
squatted	-	2
rented-private	-	3
rented-govt.	-	4
leased	-	5
rent-free	-	6
others (specify)	-	9

1. Owned the category applies when the head or any other member of the household owns the dwelling.

2. Squatted applies when the household is found occupying a dwelling unit without the permission of the owner or any legal rights to the property.

3. Rented - private this applies when a member of the household rents the dwelling from an individual or a company. Rental although it could be covered by a contract conveys the idea of payments being made monthly for occupancy of the dwelling unit.

4. Rented - government this applies if a member of the household rents the dwelling from Government or a Government Agency.

5. Leased a lease differs from a rental by agreed contract which stipulates, in advance, the total rental sum for a fixed duration. This total sum may be paid in advance or by installments.

6. Rent-free here no member of the household pays rent for the occupancy of the dwelling.

7. Others when conditions of occupancy are different from any of the above, the same may be specified. Examples are where the housing unit is jointly owned with other households.

4.16.9 Item 2 Type of unit The codes to be used for the item are as follows:

undivided private house	-	1
part of a private house	-	2
flat/apartment/condominium	-	3
town house	-	4
double house/duplex	-	5
combined business & dwelling	-	6
barracks	-	7
others (specify)	-	9

1. undivided private house - this is a single dwelling unit which takes up the complete building; it may be inhabited by one or more households.
2. part of a private house - this occurs when the household occupies only a part of a private house and this could consist of one or more rooms.
3. flat/apartment/condominium these are self-contained private dwellings in a single or multi-storeyed building. Each such dwelling must have separate and direct access to the street or a communal staircase, passage, veranda or gallery etc. The rooms in this type of dwelling are usually side by side on the same floor.
4. town house this type of dwelling is similar to a flat, except that the rooms are two floor - living quarters on the ground floor and bedrooms above. This is a self-contained unit (usually in blocks of units) with separate legal title to ownership. Sometimes common facilities such as security and grounds may be shared.
5. double house/duplex this is a dwelling which is joined to only one other dwelling; separated by a wall extending from ground to roof. There must be no other dwellings either above or below and the double-house, or duplex, must be separated from all other structures by open space.

6. combined business and dwelling in this type of dwelling, the household occupies a part of the building for living purposes while other parts are used as business places, lodges, garages etc.
7. barracks this is a room or division in a long building containing several independent private dwellings, with or without shared facilities.
8. others any category which does not fit into any of the above 7 will be given code 9. The details may be specified in the schedule.

4.16.10 Item 3 Cooking Facility The codes to be used are as follows:

coal	-	1
wood	-	2
gas	-	3
kerosene	-	4
electricity	-	5
others (specify)	-	9

The cooking facility used most by the household may be considered for coding this item.

4.16.11 Item 4 Toilet Facility The codes to be used are as follows:

W.C. linked to sewer	-	1
W.C. cesspit or septic tank	-	2
Pit-latrine	-	3
None	-	4
Others (specify)	-	9

1. W.C. linked to sewer is a flush or water closet which fills from a piped water supply and empties into sewerage disposal system.

2. W.C. not linked to sewer is waterborne and empties into a septic tank or soak-away.

3. Pit-latrine is not water borne.

4. Others (specify) any type other than those listed above may be coded 9 with details shown.

4.16.12 Item 5 Bathing Facility The codes are as follow and are self-explanatory.

No bathroom	=	1
Attached bathroom	=	2
Detached bathroom	=	3

If the housing unit does not have a bathroom in its premises, code 1 will be recorded. If the housing unit has one or more bathrooms attached to it (i.e. with direct access from its rooms, corridor or verandah) code 2 will be recorded. If the bathroom is in a structure separated from the main building, but which also contain rooms used for living purposes, 2 will be the appropriate code. But if the bathroom structure does not have any other room used for living purposes, code 3 will be recorded. A room used as a bedroom, sitting -room, reading room, prayer room or dining room will be considered a room used for living purposes. An enclosed area without a roof used for bathing purposes is only a bathing place and not a bathroom for the purpose of this survey.

4.16.13 Item 6 Water Supply the codes to be used are:

private, piped into dwelling	-	1
private, catchment, not piped	-	2
public, piped into dwelling	-	3
public, piped into yard	-	4
public standpipe	-	5
public well or tank	-	6
others (specify)	-	9

If the household gets water from more than one source, the main sources (i.e.) the one used most, may be considered for this item.

1. private, piped into dwelling refers to the water supply received by a household from a private source and piped into the dwelling. Such situations will occur, for example, where the household pumps water from a river or pond through pipes directly into the dwelling unit.
2. private catchment not piped where the water supply to the household is from a private source and not piped into the dwelling.
3. public, piped into dwelling this describes a situation where running water from a public source is piped directly into the dwelling unit.
4. public, piped into yard in this case, the household receives running water from a public source through a pipe in the yard or compound on which the dwelling stands.
5. public standpipe where water is available to the household from a standpipe in the street or elsewhere.
6. public well or tank applies when the water available to the dwelling unit is from a public well or tank.

7. others (specify) for cases of any source other than listed above, use code 9. Examples are river or stream. Indicate the actual source in the schedule.

4.16.14 Item 7 Sewerage System sewerage system is the channel for carrying of water and liquid waste away from the premises of the building to a main system. The codes to be used are:

underground system	-	1
open system	-	2
no arrangements	-	3

In underground system, (code 1) covered drainage pipes are laid below the road surface. The open system (code 2) covers open drains made of materials like bricks, stone and cement concrete etc. or ordinary channels cut through the ground to allow water to pass. Cases like those where only a pit is dug without being connected to any drainage system, code 3 will be applicable.

4.16.15 Item 8 Lighting Type the codes to be used are given below:

Gas	-	1
Kerosene	-	2
Electricity	-	3
Others (specify)	-	9

The type of lighting used most by the household will be recorded in codes.

Sub-block 16.3 Household

4.16.16 The facilities enjoyed by the household will be recorded in this sub-block.

4.16.17 Item 1 Tenancy this will be applicable if the household has rented the housing unit. If it is a tenant code 1 will be recorded and if sub-tenant code 2 will be recorded.

4.16.18 Item 2 Period of residence (in months) The tenure of stay or period of residence in the housing unit by the household will be recorded in completed months under this item.

4.16.19 Item 3 Rent the monthly rent paid will be recorded, correct to whole G\$.

4.16.20 Item 4 Number of rooms occupied

Room: Room is a constructed area with walls or partitions on all sides with at least one door-way and a roof-overhead. Wall/partition means a continuous solid structure (except for the

doors, windows, ventilators, air-hole etc.) extending from floor to ceiling. A constructed space with grill or net on one or more sides in place of wall or partition will not be treated as a room. In case of conical shaped structures in which roof itself is built to the floor level, the roof will be regarded also as walls.

4.16.21 Living room: A room will be regarded as a room for living purposes if it is used as bedroom, sitting-room, reading-room, prayer-room or dining-room. Kitchen, bathroom, latrine, store, garage etc. will not be treated as rooms for living purposes. A room used in common for living purposes and as kitchen or store will also be treated as room for living purposes.

4.16.22 Other room: Rooms which do not satisfy the definition of a living room will be regarded as other rooms. Other rooms thus include kitchen, store, bathroom, latrine, garage etc. If a portion of a room is used for non-residential purposes, the portion used for residential purposes will be regarded as other room. If portion of a room is occupied by another household, the portion under occupation of the sample household will be regarded as other room. If a room is used without any apportioning for both business and residential purposes, it will be treated as used for residential purposes, unless the residential use is very nominal.

4.16.23 The number of living rooms and other rooms occupied by the household will be recorded against the item 4 (a), and 4 (b) respectively. The total number of rooms may be recorded in the box provided.

4.16.24 Item 5 Area of room (in sq. ft.) the floor area (carpet area) of the rooms occupied by the household will be recorded separately for living rooms and other rooms. The total area may be recorded in the box provided.

4.16.25 Item 6 Facilities shared the codes to be used are given below.

None	-	1
Kitchen	-	2
Water	-	3
Toilet	-	4
Any combination		
of 2, 3 or 4	-	5
Others (specify)	-	9

The codes are self-explanatory.

Block 17 House Rent

4.17.1 As already indicated in paragraphs 4.12.53, and 4.12.54 it is necessary to collect details about house rents paid by households, and rental values of owner-occupied or rent free or subsidised housing enjoyed by households. It will be expedient to collect these data along with related particulars of housing. Having collected data on housing, the data on rent will be collected in this block and the relevant values entered in sub-block 12.4.

4.17.2 The block is in a verbatim questionnaire form. Section on above ~~the left~~ pertains to owner-occupied housing unit and section on the below ~~right~~ to tenants and sub-tenants.

Owner-occupiers

4.17.3 Question 1.1 the total amount spent on construction is to be recorded. The amount will include cost of all fixtures and fittings.

4.17.4 Question 1.2 the questions are self-explanatory. The year of purchase may be recorded in full (i.e.) in four digits like 1921.

4.17.5 Question 2 the two questions 2.1 and 2.2 under this may bring out generally the same response. There, may, however, be a tendency to overvalue one's unit and undervalue others. To tackle such situations, the putting of the two questions may be expedient, as then an average of the two values could be taken, for recording data on rental value of owner-occupied house.

4.17.6 Question 3.1 Here the proportion of floor area rented may be recorded in percentage correct to 2 decimal places. If any facility is shared, (like both room or kitchen), the area may be allocated proportionately considering the number of households sharing it. Here the area utilized by members of the household like paying guests and domestic servants need not be considered.

4.17.7 Question 3.2 relates to the rent obtained for the area rented out. This will be the gross rent received.

4.17.8 Question 4 relates to expenditure last ^{365 days} year on maintenance and repair, property taxes paid and interest paid on loan taken, if any, for the construction or purchase of the unit. Maintenance and repair will include all items like white-washing, painting etc. Any capital expenditure like that spent on making structural change will not be covered here.

Tenant and sub-tenant

4.17.9 The questions under this are relevant only in the cases of the sample households occupying a dwelling unit as a tenant or sub-tenant.

4.17.10 Question 1 Here it is to be indicated whether the condition of tenancy/sub-tenancy include, besides living spaces, (a) furniture or furnishing, (b) kitchen equipment, (c) heating/cooling equipment. If the answer is yes against any of the item, the name of the item may be specified.

4.17.11 Question 2 Relates to the inclusion or otherwise of charges for water supply, electricity and gas. The answers may be indicated as "yes" or "no", as the case may be.

4.17.12 Question 3 Is relevant in those cases where the household is required to pay charges other than for water supply, electricity and gas. For example, in some cases the municipal tax may be required to be paid by the household.

4.17.13 Question 4 Is self-explanatory

4.17.14 Question 5 Is self-explanatory

4.17.15 Question 6 The same instruction as question 2.2 for owner-occupied apply here also.

Block (18) Selected Household Durables possessed on date of survey

4.18.1 The aim of this block is to collect some data on durable possessions in order to provide a better picture of the level of living of the household. The data are not by any means expected to provide a complete inventory of all durable goods and certainly, not even a minimal indication of household wealth. These are to be regarded as indicators of level of living and as such, only a few items have been selected for collection of data. When analysed, it may give some indication to distinguish upper class living from lower or middle class living. The items have been selected keeping both rural and urban population in mind.

4.18.2 Column 1 Indicates the serial number of the item possessed as on date of survey.

4.18.3 Column 2 Lists the selected items. In the case of audio-visual equipment, additional provision has been made for others (specify), considered as there are many other possible items in this group and it is not considered necessary to list them all.

4.18.4 Column 3 Here the number of units possessed on date of survey is to be indicated against each item. If the item is not possessed the number 'o' may be indicated.

4.18.5 Column 4 Here the year of purchase is to be indicated. If there are more than one unit, all the years of purchase may be indicated.

4.18.6 Column 5 Here the purchase value may be recorded in GS.

Block (19) Outlets utilized for purchases

4.19.1 In this block, the enumerator has to indicate the name of outlets (name of store, market stall or establishment) where a household made its last purchase of the specified items in column (2). The name of the outlet will be recorded in column (3) and its address in column (4).

Block (20) Receipts of the household

4.20.1 This Block gives the summary of the income and other receipts of the household. The figures for this summary Block should be collected from the entries made in Blocks 8 to 11. The references to the Block and line/column number have been given in columns (3) to (5).

4.20.2 It may be noted that while in Block 8 data will be collected in respect of all members of the household (i.e.) both members of the main household as well as other members like paying guests and domestic servants, the data in Block 9 to 11 will pertain to the main household only. As such, while filling the summary information on income from paid employment the total in respect of the members of the main household alone may be recorded here. The information in respect of other members like paying guests and domestic servants will be recorded in a separate Household Schedule and attached to the main schedule. The instructions for filling up this have been given in page 108.

4.20.3 Two columns viz column (6) and column (7) have been provided to indicate the "current" and "usual" receipts respectively. The term "current" in column (6) applies if the information pertains to the last 30 days preceding the date of survey. The item "usual" applies to information collected for 365 days preceding the date of survey. The monthly average arrived at by dividing the yearly figures by 12 will be the usual monthly income/receipts. Accordingly for all items in Blocks 9, 10 and 11, for which information has been collected for 365 days preceding the date of survey, the value of receipts will be divided by 12 and

recorded in column (7) against the relevant items.

Block (21) Summary of expenditure and other disbursements

4.21.1 This Block gives summary of the expenditure and other disbursements of the household. The figures have to be collected from Blocks 12, 13 and 14. The references to the Block and line/column are indicated in columns (3) to (5).

4.21.2 Two columns viz column (6) and column (8) have been provided to indicate the "current" and "usual" expenditure/other disbursements. The current expenditure in column (6) relates to data based on 30 days preceding the date of survey. Where supplementary data have been collected for last 90 days or last 365 days, the "usual" expenditure will be calculated by dividing the quarterly figure by three and yearly figures by 12 and recorded in column (8) against the relevant items. Columns (7) and (9) which relate to "adjusted" figures will be left blank by the enumerator.

Block (22) Summary of Income and Expenditure

4.22.1 This is a summary Block for income and expenditure, presented in two Sub-Blocks. Sub-Block (22A) deals with current receipts and disbursement during the reference period of 30 days preceding the date of survey while Sub-Block (22 B) deals with usual monthly income and expenditure.

4.22.2 The data on expenditure/disbursements and income/receipts will be transferred from Blocks (20) and (21) against each of the items in Blocks (22A) and (22B), care being taken to ensure that the "current" receipts and disbursements are given in Block (22A) and "usual" monthly income and expenditure in Block (22B). The references are indicated in column (3).

4.22.3 In Block (22A), the difference between items (1) and (2) (i.e.) (1) - (2) is to be shown under column (4) against item (3). The nature of the differences whether positive or negative will be indicated by codes 1 and 2 respectively. Columns (5) and (6) may be left blank by enumerator.

4.22.4 In Block (22B), the differences between items (1) and (2) (i.e.) (1) - (2) is to be shown in codes under column (4). If the income is more than expenditure code 1 will be given. If the income is less than expenditure code 2 will be given.

Blocks (23) to (25)

4.23.1 These Blocks are meant for recording the comments of the enumerator, field supervisor and senior supervisor from Headquarters respectively. The comments should bring out clearly the problems encountered in the field in interviewing the household. If there are any peculiarities of the household having a bearing on the data collected that should also be brought out. They are free to indicate other remarks on the quality of the data provided by the respondent and any other matter relevant to the conduct of the survey so that the same could be taken care of immediately and field work organized suitably to obviate the problem faced. It is requested that these Blocks be used liberally.

Supplementary Household Schedule

4.24.1 As indicated in paragraph 4.20.2, supplementary data are required to be collected additionally in respect of paying guests and domestic servants who are, by definition, not members of the main household in Household Schedule 2. In the case of such persons data are not required to be collected in all Blocks as some data would have already been collected in the main schedule. For example, the data on income from paid employment would have been collected in Block 8, as data would have been recorded for each member of the household separately. But data in respect of other incomes need to be collected. On the expenditure side data on food, beverages and tobacco, and housing which are shared by paying guests and domestic servants with the main household in an inseparable manner, the data would have got included in the main schedule. But for other items of expenditure, data are required to be collected. Keeping these factors in view, the following procedure may be adopted to fill supplementary Household Schedule 2 for paying guests and domestic servants.

4.24.2 For each paying guest or domestic servant, a separate Household Schedule 2 may be filled. At the top of the schedule, the words "supplementary schedule" may be written. If for the same household, supplementary schedules are to be filled for both paying guests and domestic servants, the words "supplementary schedule 1" may be written for paying guest and "Supplementary Schedule 2" for the domestic servant. There should thus be as many supplementary schedules as the number of paying guests and domestic servants in the household. Block-wise instructions follow.

4.24.3 Block 1 The heading "Name of Head of Household", may be corrected as "Name of Paying Guest" or "Name of domestic servant", as the case may be. Then the names of the paying guest or domestic servant may be recorded against this item.

4.24.4 only items 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 15 may be

filled.

4.24.5 Block 2 may be filled as in the case of main schedule.

4.24.6 Block 3 items 3, 5 and 6 alone need be filled.

4.24.7 Block 4 need not be filled.

4.24.8 Block 5 may be filled. Under columns (2) and (3) relationship with the "paying guests" or "domestic servant", as the case may be, will be recorded.

4.24.9 Blocks 6, 7 and 8 may be left blank.

4.24.10 Blocks 9, 10 and 11 may be filled as per instructions in the Manual.

4.24.11 In filling Block 12 the following points may be kept in mind:

- (1) It is expected that the requirement of food, beverages and tobacco of the paying guests and domestic servants would be met by the main household. As such Block 12.1 need not be filled. However, if the paying guest or domestic servant has consumed anything additionally, the same may be indicated against the appropriate item.
- (ii) Blocks 12.2 to 12.9 may be filled as per the instructions in the Manual.
- (iii) At the end of Block 12, an entry may be made on the amount paid to the main household by the paying guest for the accommodation, food, other facilities and services received. This is applicable only in the case of paying guests. It may be noted that a similar entry for an equivalent amount should be recorded as income for the main household in Block 10 (ii), item 9.

4.24.12 Blocks 13 to 15 may be filled. The expenditure incurred by the paying guests or domestic servant in support of their dependents living elsewhere through remittances should be recorded against item 5 of Block 13.

4.24.13 In Block 16, items 4(a), 4(b), 5(a) and 5(b) under Sub-Block 16.3 may be filled, the other items being left blank. This will enable apportioning of the expenditure on housing.

Block 17 may be left blank.

Block 18 may be filled.

Block 19 may be left blank.

Blocks 20 to 25 may be filled.

4.24.14 After the supplementary schedule is completed, the same should be attached to the main schedule.

SECTION FIVE

Schedule 3 Availability of Facilities

5.0.1 Through this schedule, it is proposed to collect information on the availability of some specified facilities for cultural activities, education, health and medical, rehabilitation for disabled persons and others relating to general civic amenities. The information is to be collected for the selected sample Enumeration District (E.D.) as a whole. The information may be obtained from the chief local officer or social leader in the case of rural Enumeration District and from a responsible public officer in the case of urban Enumeration District.

5.0.2 This schedule consists of 7 Blocks of which the first two are meant for recording the identification particulars of the sample Enumeration District and the particulars relating to field operations and data processing particulars. Block 3 lists out the informants from whom the information has been collected. Blocks 4 to 6 are meant for the remarks of the enumerator, field supervisor and senior supervisor respectively. Block 7 is the main block to record information on availability of specified facilities to the people in terms of the distance of the different facilities from the central place of the sample Enumeration District. The main bus stand/bus stop may be taken as the central place.

5.1.1 Block 1 Identification of Sample Enumeration District

All entries are to be copied from sample list except items 1 and 4. Item 1 is already printed. Item 4 will be filled depending upon the sector (i.e.) rural or urban.

5.2.1 Block 2 Field Operations and Data Processing Particulars

This Block provides for particulars of field operations and data processing chronologically. The items are self-explanatory.

5.3.1 Block 3 Name and designation of informants

Information has to be collected mostly from local officials and/or knowledgeable person. Their names will be recorded in column (2). If officials, their designations will be recorded in column (3); if they are non-officials, their addresses will be recorded in column 3.

5.4.1 Blocks 4 to 6 are meant for the remarks of Enumerator, field supervisor and senior supervisor respectively.

5.7.1 Block 7 Availability of facilities

As indicated earlier, this is the main block of the schedule and will be used for recording information on availability of certain specified facilities to the residents of the sample Enumeration District.

5.7.2 Column (2) Item

The various facilities for which information is to^{be} collected are listed in column (2) under five (5) broad categories viz facilities for cultural activities, education and related facilities, health and medical facilities, facilities for disabled persons and other facilities. There are in all 46 items specified. Provision has been made for 2 blank lines under each group so that if the enumerator comes across any other important facility (other than those listed) available to the residents of the sample Enumeration District that could be noted under the appropriate groups. The items are self-explanatory. Scope of some of the items are, however, discussed below.

5.7.3 Item 1 Public Library/Reading Room

These are libraries/reading rooms to which the general public has access. They may be run by Government/Local Bodies or private organisations and may or may not charge fees.

5.7.4 Items 2 and 3 Community Radio/TV Centre

It is a place accessible to the residents of the Enumeration District where facility for listening to radio programmes or viewing TV programmes is available. These are generally at a fixed place.

5.7.5 Item 4 Community Hall

It is a hall built by local bodies or philanthropic institutions or individuals for use of the community. These are used for organising religious/social/cultural functions of the community.

5.7.6 Item 6 Religious Places are places where practices of any particular religion are carried out. It will be a building/structure where people of a particular religion can assemble to worship or practice religious beliefs. Examples are churches, temples etc.

5.7.7 Items 7 and 8 Sports Club and Recreation Club

These are places where groups of persons referred to as members meet more or less regularly for carrying out different sports or cultural activities. If the club's main activities are sports and games, it will be considered as a sports club. If they relate to cultural activities etc, it will be taken as a recreational club. Clubs with a minimum membership of 10 may be considered for the survey.

5.7.8 Item 10 Philanthropic Institutions

These are private organisations which provide services for the welfare of people making available facilities like libraries, free treatment and medicines, clothing etc. to the poor, financial aid for building hospitals, educational and cultural institutions.

5.7.9 Item 11 Professional Cultural Unit is a unit comprising a group of professional persons who perform recreational and cultural acts such as stage plays, music and dance programmes etc., usually on payment.

5.7.10 Item 18 Industrial and other Technical Institutions

An institution registered with the Government for providing education leading to technical skills in different vocations to persons.

5.7.11 Items 35 & 36 Special School for Blind, Deaf and Dumb

This is an educational centre/school/institute/organisation where only blind/deaf and dumb children are enrolled and taught by specially trained teachers for teaching the visually/hearing handicapped. The school personnel include special educators, audiologists/speech pathologists, technicians and visiting doctors.

5.7.12 Item 39 Vocational Training Centre

A Vocational Training Centre offers training in different engineering, technical and non-technical trades to the handicapped. These may be run by Government or private organisations. They have special facilities for training the handicapped and are equipped with special teachers, instructors, psychologists and rehabilitation officers.

5.7.13 Item 40 Institutions/Organisations for Rehabilitation of Disabled Persons

They offer any or many of the following facilities -

- (i) clinical (diagnosis), evaluation and guidance
- (ii) counselling
- (iii) therapeutic facilities
- (iv) fitment and provision of aids and appliances
- (v) educational facilities
- (vi) vocational training/craft education/sheltered workshop/
vocational placement and guidance
- (vii) recreational facilities
- (viii) socio-economic rehabilitation
- (ix) parent guidance/counselling etc.

5.7.14 Column 3 Distance Code

Against each of the items listed in column (2) except items 41 and 47 the distance of the relevant facility to the village^{E.D} will be recorded in column (3) in terms of codes. The codes will be as follows -

Within Enumeration District	1
<u>Outside Enumeration District</u>	
less than 1 mile	2
1 mile to less than 2 miles	3
2 miles to less than 5 miles	4
5 miles and more	5

If a particular facility is available within the Enumeration District, the distance code will always be 1, irrespective of the distance from the central places of the Enumeration District. One of the codes 2 to 5 will be applicable when the facility is available at a place outside the Enumeration District. If a facility is available at two or more different places, the distance of the nearest place will be considered for recording the distance code. Further, if at a particular location, more than one facility is available in a combined form and if the location is the nearest one to the village^{ED} in respect of all the facilities under consideration, the distance code of that location is to be recorded. For example, if the nearest secondary school provides primary education also, and if the nearest primary school is further away than the secondary school, then the distance code of the secondary school is to be recorded for both the primary school and secondary school.

5.7.15 For items 41 and 47

The entry in column (3) is to be made in terms of code Yes - 1 and No - 2 and not in terms of distance code.

ANNEX I

System of National Accounts (United Nations, 1968)

CLASSIFICATION OF HOUSEHOLD GOODS AND SERVICES.

(The symbols D, SD, ND and S stand for items classified as durable, semi-durable, or non-durable goods and services respectively).

1. Food, beverages and tobacco (ND)

1.1 Food

1.1.1 Bread and cereals

Rice, glazed or polished, but not otherwise worked (including broken rice); maize, meal and flour of wheat, barley and other cereals; cereal preparations; malt (including malt flour) and malt extract; macaroni, spaghetti, noodles, vermicelli and similar products; bread, biscuits, cake and other bakery products; preparations of flour, starch or malt extract, used as infant food or for dietic or culinary purpose; potato starch; sago, tapioca and other starches; sealing wafers, communion wafers and similar products. Includes tarts and pies other than meat and fish tarts and pies; macaroni and spaghetti cooked, ready for consumption; farinaceous products stuffed with substances other than meat; rice, cooked, ready for consumption.

1.1.2 Meat

Fresh, chilled and frozen meat of bovine animals, sheep and goats, swine, poultry, horses, game and edible offal; bacon, ham and other dried, salted or smoked meat and edible offals; meat extracts and meat juices, sausages, meat preparations, and canned meat. Includes meat pies; frog meat; meat of marine mammals such as seals, walruses and whales; meat soups in liquid, solid or powder form, whether or not containing vegetables, spaghetti, rice, etc.; paste products filled with meat such as canelloni, ravioli and tortellini.

1.1.3 Fish

Fresh, frozen, canned and preserved fish and other sea food and fish preparations. Included are tinned fish soup, snails, fish pie.

1.1.4 Milk, cheese and eggs

Fresh, evaporated, condensed and dried milk and cream (including buttermilk, skimmed milk, whey and yoghurt); cheese and curd; eggs, including treated eggs.

1.1.5 Oils and fats

Butter, margarine, lard and other prepared edible fats; cooking salad and other edible oils; peanut butter

1.1.6 Fruits and vegetables other than potatoes and similar tubers.

Fruits and other vegetables, fresh, dried, frozen or preserved, juices and nuts. Includes fruit-peel, nuts and parts of plants preserved by sugar (drained, glaze or crystallized); edible seeds; garlic; culinary herbs; mushrooms; rhubarb; tomatoes; truffles; vegetable soups, without meat or meat extracts or only traces; dried beans, lentils and other pulses.

1.1.7 Potatoes, manioc and other tubers

Potatoes, manioc, arrowroot, cassava, sweet potatoes and other starchy roots. Includes tinned and other products, like meal, flour, flakes, chips, except starches.

1.1.8 Sugar

Refined sugar and other products of refining beet and cane sugar, not including syrups.

1.1.9 Coffee, tea, cocoa.

Coffee, tea, cocoa and their substitutes.

1.1.10 Other foods, including preserves and confectionary.

Syrup; jam, marmalade and table jellies; honey; chocolate and sugar confectionery; salt; spices; prepared baking powders; sauces; mixed condiments and mixed seasonings; ice cream, vinegar; yeast.

1.2 Non-alcoholic beverages

Mineral waters and other soft drinks.

1.3 Alcoholic beverages

Spirits, wine, beer and cider, including beer and cider with low alcohol content.

1.4 Tobacco

Cigars and cheroots; cigarettes; smoking and chewing tobacco; cigarette paper; snuff.

2. Clothing and footwear (SD)

2.1 Clothing other than footwear, including repairs.

2.1.1 Clothing other than footwear

All made-up clothing and clothing materials including haberdashery, millinery and custom tailoring and dressmaking. Includes aprons, smocks and bibs; belts, gloves and mittens other than rubber; handkerchiefs except paper handkerchiefs; muffs and sleeve protectors; crash helmets; suspenders, accessories for making up clothing such as buckles, buttons, fasteners, patterns, zippers, etc.; hire of clothing.

2.1.2 Repairs to clothing other than footwear.

2.2 Footwear, including repairs.

2.2.1 Footwear

All footwear including rubbers, gaiters, spats, leggings and puttees; sports footwear other than boots and shoes with ice or roller skates attached.

2.2.2 Repairs to footwear

3. Gross rent, fuel and power.

3.1 Gross rents and water charges

3.1.1 Gross rents (S)

All gross rent in respect of dwellings, actual and imputed in the case of owner-occupied houses including ground rents and taxes on

property. House rent will in general be space rent, covering heating and plumbing facilities, lighting fixtures, fixed stoves, wash basins and other similar equipment which is customarily installed in the house before selling or letting. Also included are payments for garbage and sewage disposal and expenditures of tenants on indoor repair and upkeep, such as indoor painting, wallpapering and decorating. Rents paid for rooms in boarding houses, but not in hotels, are included. Rents of secondary dwellings such as summer cottages, mountain chalets, etc., are also included.

3.1.2 Water charges (ND)

3.2 Fuel and power (ND)

3.2.1 Electricity

3.2.2 Gas.

Natural and manufactured gas, including liquefied petroleum gases (butane, propane, etc.)

3.2.1 Liquid fuels

Heating and lighting oils.

3.2.4 Other fuels

Coal, coke and briquettes; firewood; charcoal; peat; purchased heat.

4. Furniture, furnishings, and household equipment and operation.

4.1 Furniture, fixtures, carpets, other floor coverings and repairs (D).

4.1.1 Furniture, fixtures, carpets, other floor coverings.

Beds, chairs, tables, sofas, storage units, and hallboys; carpets, large mats and linoleum, cribs, high chairs, playpens; door and dividing screens; sculptures, carvings, figurines, paintings, drawings, engravings and other art objects; venetian blinds; fireplace equipment; other furniture and fixtures.

4.1.2 Repairs to furniture, fixtures, carpets, other floor coverings.

4.2 Household textiles, other furnishings, and repairs (SD)

4.2.1 Household textiles and other furnishings.

Curtains, sheets, table-cloths and napkins, towels, tapestries, bedding mattress and other coverings, of all materials; furnishings such as ashtrays, candlesticks and mirrors, awnings, counterpanes and door mats; flags; garden umbrellas; garment and shoe bags, laundry hampers and bags, and shoe racks; mosquito nets; steamer and travelling rugs; wastepaper baskets, flower and plant boxes and pots.

4.2.2 Repairs to household textiles and other furnishings.

4.3 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings and repairs (D)

4.3.1 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings.

Covers major equipment like clothes washing and drying, dish washing, ironing, sewing or knitting machines; electric floor scrubbing, waxing and polishing machines; vacuum cleaners; water softening machines; refrigerators, food freezers and ice boxes; room air-conditioning units; cooking appliances other than spirit stoves and plate-warmers; reflector ovens, camping stoves and similar appliances; toasters; electric fans, and electric coffee makers and heating appliances; lawn mowers; non-portable safes; water pumps.

4.3.2 Repairs to heating and cooking appliances, refrigerators, washing machines and similar major household appliances.

4.4 Glassware, table ware and household utensils including repairs (SD)

4.4.1 Glassware, tableware and household utensils

Pottery, glassware, cutlery, silverware; hand, kitchen and small garden tools (not power driven); all types of kitchen utensils, portable toilet and sanitary utensils for indoor use; electric bulbs, plugs, wire, cable and switches; heating pads, sauce-pans, non-electric coffee-makers; thermos bottles and flasks; watering cans, wheelbarrows, garden hose and sprinkling devices, and small garden appliances (not power driven); portable money boxes and strong-boxes; household scales; ladders; lock-smith's wares.

4.4.2 Repairs of glassware, tableware and household utensils.

4.5 Household operation except domestic services.

4.5.1 Non-durable household goods (ND)

Household goods of limited durability such as matches, household soap, scourers, polishes, cleaning materials; household paper products; candles and lamp wicks; clothes hangers; shoe polish; clothes pins; mops, brooms and brushes; rope, string and twine; dyes for dyeing clothing and household textile furnishings; nails, nuts and bolts, screws, tacks, washers, hooks, knobs, etc.; needles and pins; insecticides, fungicides and disinfectants, aluminium foil, etc.

4.5.2 Household services excluding domestic services (S)

Cleaning, dyeing and laundering; hire of furniture, furnishings and household equipment, including payments by subtenants for the use of furniture, etc.; service charge for insurance of household property against fire, theft and other accidents; payments for services such as chimney cleaning, window cleaning, snow removal, exterminating, disinfecting and fumigating, etc.

4.6 Domestic services (S)

Remuneration in cash and in kind of domestic servants, cleaners, cooks, etc. Includes payments in cash and in kind to baby-sitters, chauffeurs, gardeners, governesses, tutors, etc.

5. Medical care and health expenses

5.1 Medical and pharmaceutical products (ND)

Medicines, vitamins and vitamin preparations; cod and halibut liver oil; clinical thermometers, hot-water bottles and ice bags; first aid kits, elastic medical hosiery and similar medical goods.

5.2 Therapeutic appliances and equipment (D)

Major appliances and equipment; eye glasses; hearing aids; glass eyes, artificial limbs, orthopedic braces and supports; surgical belts, trusses and supports; medical massage equipment and health lamps, wheel chairs and invalid carriages, motorized or not.

5.3 Services of physicians, nurses and related practitioners (S)

Fees paid to physicians, psychiatrists, nurses, physiotherapists, midwives, dentists, etc., who are not employed by hospitals; payments to medical and dental laboratories for tests, analyses etc. rental of the therapeutic equipment.

5.4 Hospital care and the like (S)

Fees to hospitals and clinics, including fees for services provided by physicians, nurses, etc. employed by, and ambulances of, these hospitals and clinics.

5.5 Service charges on accident and health insurance (S)

6. Transport and communication

6.1 Personal transport equipment (D)

Motor cars; trailers and caravans; motor cycles and bicycles.

6.2 Operation of personal transport equipment

6.2.1 Tires and tubes, parts and accessories; and repair charges (SD).

6.2.2 Gasoline, oils and greases (ND)

6.2.3 Other expenditure (S)

Payments for parking and garaging, bridge, tunnel, ferry and road tolls; driving lessons; hire of personal transport equipment; service charges on insurance of personal transport equipment.

.3 Purchased transport (S)

Fares on railways, trams, buses, cabs, ships and airlines; fees for transporting personal transport equipment in ships, trains and aircraft; fees for baggage transfer, storage and excess charges; tips to porters, etc.; service charges for baggage and special transport accident insurance; moving and storage of household goods.

.4 Communication (S)

Postal, telephone and telegraph services, including all expenditure on new postage stamps.

recreation, entertainment, education and cultural services

1 Equipment and accessories, including repairs.

7.1.1 Wireless and television sets and gramophones (D)

Wireless and television sets; gramophones, record players and tape recorders; radio transmitting and receiving sets for amateur radio stations; clock-radios.

7.1.2 Photographic equipment, musical instruments, boats and other major durables (D)

Aeroplanes; boats and outboard motors; cameras, projection equipment, other photographic equipment, binoculars; microscopes and telescopes; pianos, organs, violins, cornets and other major musical instruments; typewriters; power driven equipment for woodworking, metalworking, etc.; horses; swimming pools which are not permanent fixtures.

7.1.3 Other recreational goods (SD)

Goods purchased in connection with hobbies which are not included in 7.1.2; harmonicas and other minor musical instruments not included in 7.1.2; records; flowers; sports equipment and supplies except sports clothing and sports

footwear; camping equipment; films and other photographic supplies; used postage stamps for philatelic purposes; children's outdoor play equipment, pets other than horses; feeding stuffs for pets; exercising equipment.

7.1.4 Parts and accessories for, and repairs to, recreational goods (SD)

7.2 Entertainment, recreational and cultural services, excluding hotels, restaurants and cafes (S)

Expenditure on theatres, cinemas, sports and other places of public amusement; expenditure on private entertainment such as hiring musicians, magicians, clowns, etc. for private parties; bridge, social dancing and sports lessons; gambling; portrait and other services, such as film developing and print processing furnished by photographers; hire of wireless and television sets, aeroplanes, boats, horses and other recreational equipment; veterinary and other services for pets; fees for use of teleferics, ski-lifts and similar conveyances; fees to mountain, ski, tourist and other guides; radio and television licences where government broadcasting stations exist; admission fees to museums, art galleries, historical monuments and botanical and zoological gardens.

7.3 Books, newspapers and magazines (ND)

Books, newspapers and other printed matter.

7.4 Education (S)

Fees to schools, universities, etc., excluding, if feasible, payments for food, beverages and shelter.

8. Miscellaneous goods and services.

8.1 Personal care and effects.

8.1.1 Services of barber and beauty shops, etc. (S)

Services of barber and beauty shops, baths and massage parlours.

8.1.2 Goods for personal care (SD)

Toilet articles and preparations including shaving equipment; electric hair driers and hair clippers, electric or not, permanent wave sets for home use; tooth and toilet brushes; repairs to such items.

Goods, n.e.c.

8.2.1 Jewellery, watches, rings and precious stones

8.2.2 Other personal goods (SD)

Travel goods, handbags and similar goods; umbrellas, walking sticks and canes; pipes, lighters, tobacco pouches, pocket knives; sunglasses; clocks; baby carriages; repairs to such items.

8.2.3 Writing and drawing equipment and supplies (SD)

Pens and pencils; rulers, slide rules, drawing sets and similar instruments; pencil sharpeners; paper punches, hand stamps and seals; typewriter ribbons and carbon and stencil papers, stationery; erasers, ink and paper clips.

Expenditure in restaurants, cafes and hotels *(S)

Included are the value of food, drinks and tobacco consumed; tips for services rendered by the personnel of restaurants, cafes and hotels; fees for use of camping sites and facilities.

8.3.1 Expenditure in restaurants and cafes.

8.3.2 Expenditure for hotels and similar lodging services.

Packaged tours #(S)

All inclusive tours which provide for travel, food, lodging, guide services, etc.

Financial services, n.e.c. (S)

Service charges for life insurance and for insurance against civil responsibility in respect of injuries to other persons or other persons' property not arising from the operation of personal transport equipment; actual charges for bank services; fees and service charges for brokerage, investment counselling, household finance company loans and

is desirable to have separately the outlay on food, and tobacco made in restaurants, cafes and hotels, and other medical institutions, and educational

in addition, it is desirable to have data on the breakdown of the total outlay into transport, lodging, food items.

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8.6 Services n.e.c (S)

Fees for legal services, to tax consultants and to employment agencies, membership dues in professional associations, charges for undertaking and other funeral services; expenditure for duplicating, blue-printing, photostating, addressing, mailing and stenographic services; payments for copies of birth, death and marriage certificates; charges for newspaper notices and advertisements; etc.

ANNEX I

System of National Accounts (United Nations, 1968)

CLASSIFICATION OF HOUSEHOLD GOODS AND SERVICES.

(The symbols D, SD, ND and S stand for items classified as durable, semi-durable, or non-durable goods and services respectively).

1. Food, beverages and tobacco (ND)

1.1 Food

1.1.1 Bread and cereals

Rice, glazed or polished, but not otherwise worked (including broken rice); maize, meal and flour of wheat, barley and other cereals; cereal preparations; malt (including malt flour) and malt extract; macaroni, spaghetti, noodles, vermicelli and similar products; bread, biscuits, cake and other bakery products; preparations of flour, starch or malt extract, used as infant food or for dietic or culinary purpose; potato starch; sago, tapioca and other starches; sealing wafers, communion wafers and similar products. Includes tarts and pies other than meat and fish tarts and pies; macaroni and spaghetti cooked, ready for consumption; farinaceous products stuffed with substances other than meat; rice, cooked, ready for consumption.

1.1.2 Meat

Fresh, chilled and frozen meat of bovine animals, sheep and goats, swine, poultry, horses, game and edible offal; bacon, ham and other dried, salted or smoked meat and edible offals; meat extracts and meat juices, sausages, meat preparations, and canned meat. Includes meat pies; frog meat; meat of marine mammals such as seals, walruses and whales; meat soups in liquid, solid or powder form, whether or not containing vegetables, spaghetti, rice, etc.; paste products filled with meat such as canelloni, ravioli and tortellini.

1.1.3 Fish

Fresh, frozen, canned and preserved fish and other sea food and fish preparations. Included are tinned fish soup, snails, fish pie.

1.1.4 Milk, cheese and eggs

Fresh, evaporated, condensed and dried milk and cream (including buttermilk, skimmed milk, whey and yoghurt); cheese and curd; eggs, including treated eggs.

1.1.5 Oils and fats

Butter, margarine, lard and other prepared edible fats; cooking salad and other edible oils; peanut butter

1.1.6 Fruits and vegetables other than potatoes and similar tubers.

Fruits and other vegetables, fresh, dried, frozen or preserved, juices and nuts. Includes fruit-peel, nuts and parts of plants preserved by sugar (drained, glaze or crystallized); edible seeds; garlic; culinary herbs; mushrooms; rhubarb; tomatoes; truffles; vegetable soups, without meat or meat extracts or only traces; dried beans, lentils and other pulses.

1.1.7 Potatoes, manioc and other tubers

Potatoes, manioc, arrowroot, cassava, sweet potatoes and other starchy roots. Includes tinned and other products, like meal, flour, flakes, chips, except starches.

1.1.8 Sugar

Refined sugar and other products of refining beet and cane sugar, not including syrups.

1.1.9 Coffee, tea, cocoa.

Coffee, tea, cocoa and their substitutes.

1.1.10 Other foods, including preserves and confectionary.

Syrup; jam, marmalade and table jellies; honey; chocolate and sugar confectionery; salt; spices; prepared baking powders; sauces; mixed condiments and mixed seasonings; ice cream, vinegar; yeast.

1.2 Non-alcoholic beverages

Mineral waters and other soft drinks.

1.3 Alcoholic beverages

Spirits, wine, beer and cider, including beer and cider with low alcohol content.

1.4 Tobacco

Cigars and cheroots; cigarettes; smoking and chewing tobacco; cigarette paper; snuff.

2. Clothing and footwear (SD)

2.1 Clothing other than footwear, including repairs.

2.1.1 Clothing other than footwear

All made-up clothing and clothing materials including haberdashery, millinery and custom tailoring and dressmaking. Includes aprons, smocks and bibs; belts, gloves and mittens other than rubber; handkerchiefs except paper handkerchiefs; muffs and sleeve protectors; crash helmets; suspenders, accessories for making up clothing such as buckles, buttons, fasteners, patterns, zippers, etc.; hire of clothing.

2.1.2 Repairs to clothing other than footwear.

2.2 Footwear, including repairs.

2.2.1 Footwear

All footwear including rubbers, gaiters, spats, leggings and puttees; sports footwear other than boots and shoes with ice or roller skates attached.

2.2.2 Repairs to footwear

3. Gross rent, fuel and power.

3.1 Gross rents and water charges

3.1.1 Gross rents (S)

All gross rent in respect of dwellings, actual and imputed in the case of owner-occupied houses including ground rents and taxes on

property. House rent will in general be space rent, covering heating and plumbing facilities, lighting fixtures, fixed stoves, wash basins and other similar equipment which is customarily installed in the house before selling or letting. Also included are payments for garbage and sewage disposal and expenditures of tenants on indoor repair and upkeep, such as indoor painting, wallpapering and decorating. Rents paid for rooms in boarding houses, but not in hotels, are included. Rents of secondary dwellings such as summer cottages, mountain chalets, etc., are also included.

3.1.2 Water charges (ND)

3.2 Fuel and power (ND)

3.2.1 Electricity

3.2.2 Gas.

Natural and manufactured gas, including liquefied petroleum gases (butane, propane, etc.)

3.2.1 Liquid fuels

Heating and lighting oils.

3.2.4 Other fuels

Coal, coke and briquettes; firewood; charcoal; peat; purchased heat.

4. Furniture, furnishings, and household equipment and operation.

4.1 Furniture, fixtures, carpets, other floor coverings and repairs (D).

4.1.1 Furniture, fixtures, carpets, other floor coverings.

Beds, chairs, tables, sofas, storage units, and hallboys; carpets, large mats and linoleum, cribs, high chairs, playpens; door and dividing screens; sculptures, carvings, figurines, paintings, drawings, engravings and other art objects; venetian blinds; fireplace equipment; other furniture and fixtures.

4.1.2 Repairs to furniture, fixtures, carpets, other floor coverings.

4.2 Household textiles, other furnishings, and repairs (SD)

4.2.1 Household textiles and other furnishings.

Curtains, sheets, table-cloths and napkins, towels, tapestries, bedding mattress and other coverings, of all materials; furnishings such as ashtrays, candlesticks and mirrors, awnings, counterpanes and door mats; flags; garden umbrellas; garment and shoe bags, laundry hampers and bags, and shoe racks; mosquito nets; steamer and travelling rugs; wastepaper baskets, flower and plant boxes and pots.

4.2.2 Repairs to household textiles and other furnishings.

4.3 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings and repairs (D)

4.3.1 Heating and cooking appliances, refrigerators, washing machines and similar major household appliances, including fittings.

Covers major equipment like clothes washing and drying, dish washing, ironing, sewing or knitting machines; electric floor scrubbing, waxing and polishing machines; vacuum cleaners; water softening machines; refrigerators, food freezers and ice boxes; room air-conditioning units; cooking appliances other than spirit stoves and plate-warmers; reflector ovens, camping stoves and similar appliances; toasters; electric fans, and electric coffee makers and heating appliances; lawn mowers; non-portable safes; water pumps.

4.3.2 Repairs to heating and cooking appliances, refrigerators, washing machines and similar major household appliances.

4.4 Glassware, table ware and household utensils including repairs (SD)

4.4.1 Glassware, tableware and household utensils

Pottery, glassware, cutlery, silverware; hand, kitchen and small garden tools (not power driven); all types of kitchen utensils, portable toilet and sanitary utensils for indoor use; electric bulbs, plugs, wire, cable and switches; heating pads, sauce-pans, non-electric coffee-makers; thermos bottles and flasks; watering cans, wheelbarrows, garden hose and sprinkling devices, and small garden appliances (not power driven); portable money boxes and strong-boxes; household scales; ladders; lock-smith's wares.

4.4.2 Repairs of glassware, tableware and household utensils.

4.5 Household operation except domestic services.

4.5.1 Non-durable household goods (ND)

Household goods of limited durability such as matches, household soap, scourers, polishes, cleaning materials; household paper products; candles and lamp wicks; clothes hangers; shoe polish; clothes pins; mops, brooms and brushes; rope, string and twine; dyes for dyeing clothing and household textile furnishings; nails, nuts and bolts, screws, tacks, washers, hooks, knobs, etc.; needles and pins; insecticides, fungicides and disinfectants, aluminium foil, etc.

4.5.2 Household services excluding domestic services (S)

Cleaning, dyeing and laundering; hire of furniture, furnishings and household equipment, including payments by subtenants for the use of furniture, etc.; service charge for insurance of household property against fire, theft and other accidents; payments for services such as chimney cleaning, window cleaning, snow removal, exterminating, disinfecting and fumigating, etc.

4.6 Domestic services (S)

Remuneration in cash and in kind of domestic servants, cleaners, cooks, etc. Includes payments in cash and in kind to baby-sitters, chauffeurs, gardeners, governesses, tutors, etc.

5. Medical care and health expenses

5.1 Medical and pharmaceutical products (ND)

Medicines, vitamins and vitamin preparations; cod and halibut liver oil; clinical thermometers, hot-water bottles and ice bags; first aid kits, elastic medical hosiery and similar medical goods.

5.2 Therapeutic appliances and equipment (D)

Major appliances and equipment; eye glasses; hearing aids; glass eyes, artificial limbs, orthopedic braces and supports; surgical belts, trusses and supports; medical message equipment and health lamps, wheel chairs and invalid carriages, motorized or not.

5.3 Services of physicians, nurses and related practitioners (S)

Fees paid to physicians, psychiatrists, nurses, physiotherapists, midwives, dentists, etc., who are not employed by hospitals; payments to medical and dental laboratories for tests, analyses etc. rental of the therapeutic equipment.

5.4 Hospital care and the like (S)

Fees to hospitals and clinics, including fees for services provided by physicians, nurses, etc. employed by, and ambulances of, these hospitals and clinics.

5.5 Service charges on accident and health insurance (S)

6. Transport and communication

6.1 Personal transport equipment (D)

Motor cars; trailers and caravans; motor cycles and bicycles.

6.2 Operation of personal transport equipment

6.2.1 Tires and tubes, parts and accessories; and repair charges (SD).

6.2.2 Gasoline, oils and greases (ND)

6.2.3 Other expenditure (S)

Payments for parking and garaging, bridge, tunnel, ferry and road tolls; driving lessons; hire of personal transport equipment; service charges on insurance of personal transport equipment.

.3 Purchased transport (S)

Fares on railways, trams, buses, cabs, ships and airlines; fees for transporting personal transport equipment in ships, trains and aircraft; fees for baggage transfer, storage and excess charges; tips to porters, etc.; service charges for baggage and special transport accident insurance; moving and storage of household goods.

.4 Communication (S)

Postal, telephone and telegraph services, including all expenditure on new postage stamps.

creation, entertainment, education and cultural services

1 Equipment and accessories, including repairs.

7.1.1 Wireless and television sets and gramophones (D)

Wireless and television sets; gramophones, record players and tape recorders; radio transmitting and receiving sets for amateur radio stations; clock-radios.

7.1.2 Photographic equipment, musical instruments, boats and other major durables (D)

Aeroplanes; boats and outboard motors; cameras, projection equipment, other photographic equipment, binoculars; microscopes and telescopes; pianos, organs, violins, cornets and other major musical instruments; typewriters; power driven equipment for woodworking, metalworking, etc.; horses; swimming pools which are not permanent fixtures.

7.1.3 Other recreational goods (SD)

Goods purchased in connection with hobbies which are not included in 7.1.2; harmonicas and other minor musical instruments not included in 7.1.2; records; flowers; sports equipment and supplies except sports clothing and sports

footwear; camping equipment; films and other photographic supplies; used postage stamps for philatelic purposes; children's outdoor play equipment, pets other than horses; feeding stuffs for pets; exercising equipment.

7.1.4 Parts and accessories for, and repairs to, recreational goods (SD)

7.2 Entertainment, recreational and cultural services, excluding hotels, restaurants and cafes (S)

Expenditure on theatres, cinemas, sports and other places of public amusement; expenditure on private entertainment such as hiring musicians, magicians, clowns, etc. for private parties; bridge, social dancing and sports lessons; gambling; portrait and other services, such as film developing and print processing furnished by photographers; hire of wireless and television sets, aeroplanes, boats, horses and other recreational equipment; veterinary and other services for pets; fees for use of teleferics, ski-lifts and similar conveyances; fees to mountain, ski, tourist and other guides; radio and television licences where government broadcasting stations exist; admission fees to museums, art galleries, historical monuments and botanical and zoological gardens.

7.3 Books, newspapers and magazines (ND)

Books, newspapers and other printed matter.

7.4 Education (S)

Fees to schools, universities, etc., excluding, if feasible, payments for food, beverages and shelter.

8. Miscellaneous goods and services.

8.1 Personal care and effects.

8.1.1 Services of barber and beauty shops, etc. (S)

Services of barber and beauty shops, baths and massage parlours.

8.1.2 Goods for personal care (SD)

Toilet articles and preparations including shaving equipment; electric hair driers and hair clippers, electric or not, permanent wave sets for home use; tooth and toilet brushes; repairs to such items.

Goods, n.e.c.

8.2.1 Jewellery, watches, rings and precious stones

8.2.2 Other personal goods (SD)

Travel goods, handbags and similar goods; umbrellas, walking sticks and canes; pipes, lighters, tobacco pouches, pocket knives; sunglasses; clocks; baby carriages; repairs to such items.

8.2.3 Writing and drawing equipment and supplies (SD)

Pens and pencils; rulers, slide rules, drawing sets and similar instruments; pencil sharpeners; paper punches, hand stamps and seals; typewriter ribbons and carbon and stencil papers, stationery; erasers, ink and paper clips.

Expenditure in restaurants, cafes and hotels *(S)

Included are the value of food, drinks and tobacco consumed; tips for services rendered by the personnel of restaurants, cafes and hotels; fees for use of camping sites and facilities.

8.3.1 Expenditure in restaurants and cafes.

8.3.2 Expenditure for hotels and similar lodging services.

Packaged tours #(S)

All inclusive tours which provide for travel, food, lodging, guide services, etc.

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Service charges for life insurance and for insurance against civil responsibility in respect of injuries to other persons or other persons' property not arising from the operation of personal transport equipment; actual charges for bank services; fees and service charges for brokerage, investment counselling, household finance company loans and

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